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ABSTRACT

This handbook was designed as a resource on career alternatives for counselors and students and to identify the Illinois colleges and universities to which the community college student may transfer to complete his/her education. The handbook is classified by college majors offered at Morton College (MC), and is based on information obtained from company, business, government, and service recruiting materials; a guide to occupational temperment characteristics; program catalogs; and MC alumni. After introductory material outlining the handbook's purposes and organization, MC's 17 university transfer programs are listed and pertinent information is provided on careers in the field, the general temperment characteristics of those working in the field; the alternative career options within the major; transfer information and requirements; and career clusters for the transfer degree programs. Next, relevant career information, career options, transfer information, and career ladders based on job qualifications are provided for MC's 18 occupational programs, which lead to immediate employment. Appendices provide advice on how to choose a college and the best job; list MC transfer and career programs and other Illinois community colleges with similar degree programs; and offer a selected bibliography. (HB)

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COMMUNITY COLLEGE

CAREER ALTERNATIVES HANDBOOK

by

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Patricia L. Valente

Counseling Center

Morton College

Cicero, Illinois 60650

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P. L. Valente

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INTRODUCTION

The Community College Career Alternatives Handbook provides the community college counselor with a handy resource for pinpointing basic career alternatives and for identifying the Illinois colleges and universities where the community college student transfers to complete his education in his chosen major.

This handbook is different from the Occupational Outlook Handbook or any other currently available resource in that it classifies by college major. For example, a student majoring in commerce at the community college level will find that this handbook indicates he has several career alternatives such as accounting, business administration, marketing, finance, etc. The Occupational Outlook Handbook classifies by job titles which infers that the student has made some preliminary or definite identification of a career choice, i.e. "I want to be a pipe fitter." But the Community College Career Alternatives Handbook is not based on such an assumption, rather it:

Classifies by college major.

Indicates related career options within each college.

Has career ladders for those programs leading to immediate employment.

Lists transfer colleges and universities that offer a Bachelor's degree in each college major.

Contains some local resources within the Chicago Metropolitan area.

The information for this Community College Career Alternatives Handbook was obtained from the following sources:

Job titles, training and resources reported to the Morton College Counseling Center by alumna.

Job titles, training, income, resources taken from company, business, government, and service recruiting materials as well as the Occupational Outlook Handbook.

General temperament characteristics listed in the Hall Occupational Inventory, Strong-Campbell Interest Inventory, and the Counselor's Handbook published by the U.S. Department of Labor.

Degree programs listed in Lovejoy's College Guide and Morton College Transfer Manual.

General Descriptions of the degree programs listed in Morton College Catalog.

This material then was compiled, analyzed and arranged to fit the categories. Although the handbook was basically designed as a tool for the counselor, it is arranged in a notebook style so that if a student wants to explore the options under a major like commerce for example, the counselor may choose to give the student the summary sheet under that area to take home and study. The counselor and student then would follow up this initial exploration on a subsequent date.

PREFACE

In the beginning of U.S. expansion, even the crudest maps were considered significant, for they gave visibility to areas requiring further exploration and also suggested routes along which exploration could proceed. This handbook can be compared to a primitive map in its intent to further thought and exploration of career alternatives.

It is provided as a handy resource for the community college counselor for pinpointing basic career alternatives and for identifying the Illinois colleges and universities where the community college student transfers to complete his education in his chosen major.

The purpose of the handbook is to develop among students a career awareness. The student can use it as a general guide to careers and as a springboard to more intensive exploration.

Another way a student can use this handbook is to go through it page by page reading the general descriptions of the college majors and general temperament characteristics of the key jobs, studying those career options that suit his interests, abilities, and character traits, and asking questions about those career alternatives that appeal to him.

In developing this handbook the general assumption made was that the student had access to a career development program in the community college where he could systematically develop an awareness and identify some of his interests, abilities, and temperament. Healy's review of 200 community counseling centers certifies that most community colleges offer such programs.

Another assumption made was that this handbook would probably be used more extensively in the latter stages of career development programs. Healy's report that reflected that most community college counselors used procedures similar to those of Williamson which included a survey of personal and environmental factors at the outset of a student's career development program.

This handbook should prove to be of value in several ways. Its readable, uncomplicated format is designed to save the counselor hours of scanning through compendious career materials. It will be helpful in not only career development programs where some students need help in educational planning, but also for those students at the community college who enter general programs because they have no definite ideas related to career choice, this handbook provides a simple, basic means of initial career exploration.

ORGANIZATION

This handbook is classified by college major based on programs at Morton College.

Within each of these college majors, the material is organized into the following areas:

1) General description of college major.
2) Career options within each college major.
3) Career clusters for the transfer degrees.
4) Career ladders for those programs leading to immediate employment.
5) Transfer colleges and universities that offer a Bachelor's degree.
6) Additional resources.

Among the many ways a student can use this book is to go through it page by page reading the general descriptions of the college majors and general temperament characteristics of the key jobs and studying those that suit his interests, abilities, and character traits. Once he has narrowed down the occupations, he would be wise to find out more about it by using occupational briefs, books, articles, and local resource people.

The assumption is made that the student is aware of his interests, abilities, and temperament since systematic consideration of these is necessary . That is persons are more likely to be satisfied and successful in occupations which are compatible with their talents, interests, temperaments, and values. The student who would like to increase his awareness of these areas should see a counselor.

THE DECISION MAKING PROCESS

Essential to career and life planning is the process of decision making. This means you use a systematic approach to deal with your career concerns. It means taking a long-range view of your life and applying the following:

1) Define: Focus on the career issue. Identify what decisions need to be made. Ex.: Based on my abilities, skills and interests, what major do I choose? What kind of life style do I want? How much money do I want to make? Does the type of major I want offer that potential? etc.
2) Identify Options: Consider alternatives: Consider all possibilities which are compatible with your ability. Figure out alternative ways of reaching your goals.
3) Gather Information: Get accurate information to determine which alternative is best. In this stage you should be considering your own expectations; summarizing your abilities, achievements, and leisure activities and clarifying personal values and interests.
4) Evaluate: Examine the consequences of the decision both pro and con. Using your own personal values, predict the consequences of the possible choices. Compare information about yourself with all alternatives.
5) Make a Decision and Take Action: Make a decision based upon the four prior steps. Formulate sub-goals and establish deadlines.
6) Revise: As each sub-goal is completed and new information is acquired, establish additional goals. Since career decisions are life-long activities, reviewing and revising is a life-long process. It may be necessary to re-define your goals and make new decisions.

If you need help with this process, seek the assistance of a counselor.

UNIVERSITY TRANSFER PROGRAMS

ARCHITECTURE

PERTINENT INFORMATION:

Architecture is concerned basically with achieving an optimum relationship between people and their environment. The architect must understand people and understand them in terms of their living requirements. He needs a sense of yesterday's values and tomorrow's trends. When he plans and visualizes, he thinks in terms of complex wholes of structures and sites of space, people and the activities of people of mechanical adequacy and the conditions to which man reacts, as sights, sounds, smells, and the "feel" of surroundings. Unlike the engineer who is chiefly concerned with making the building stand up, the architect designs its looks and other psychological aspects so that it will please the inhabitants.

Architecture is a five-year program at most universities. Although students may seek an early transfer to a university with an architectural program, they can stay at a community college for two years and fulfill most of the general education courses required in architectural studies at four-year institutions.

CAREER OPTIONS:

ARCHITECT	CONSTRUCTION CONTRACT ADMINISTRATORS
LANDSCAPE ARCHITECT	SPECIFICATION WRITERS
DRAFTSMAN	ENVIRONMENT DESIGNER
DESIGNER	URBAN PLANNERS

TRANSFER INFORMATION:

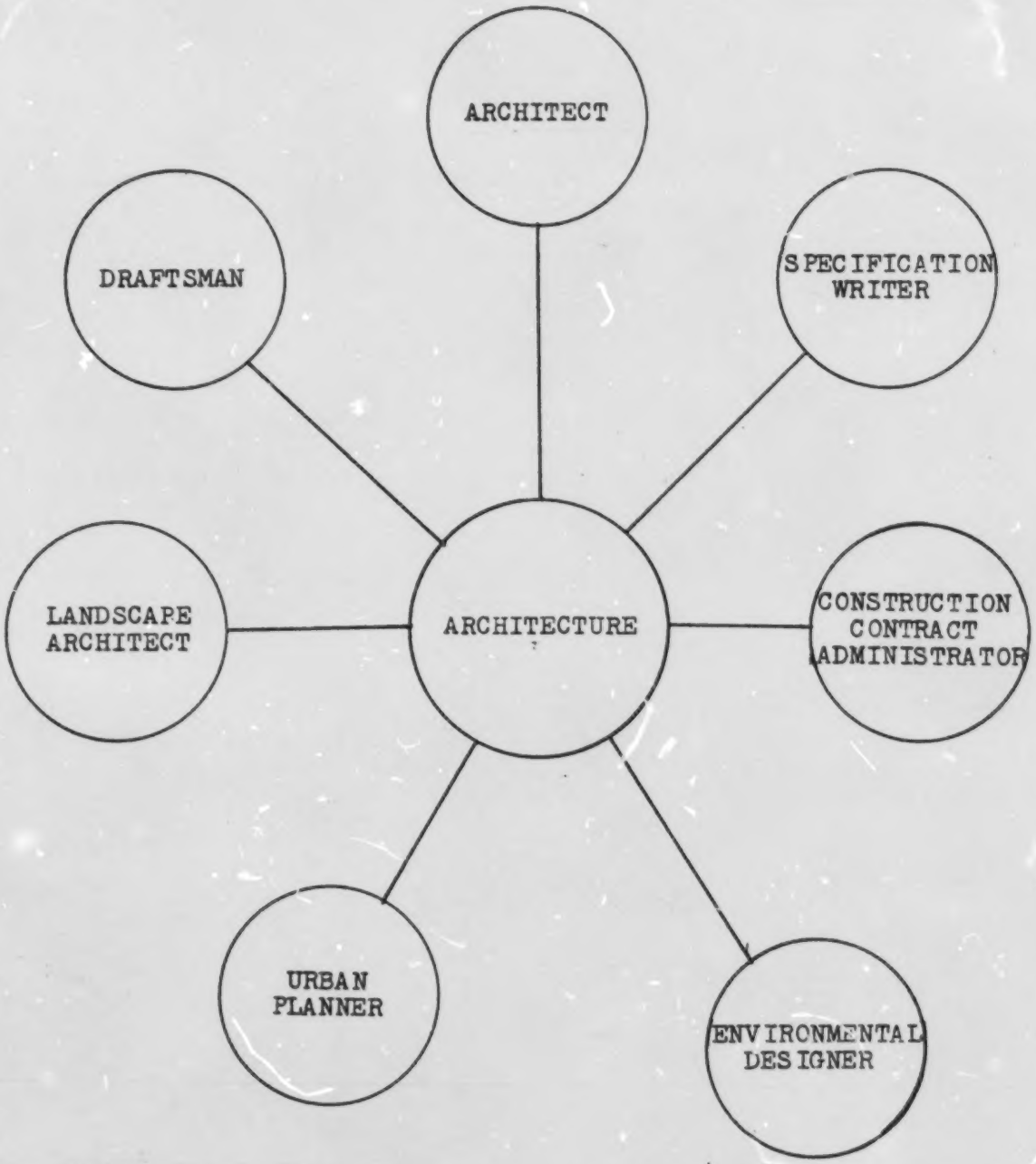
Architecture is a program designed to transfer. Students must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection.

Schools that provide programs for the ARCHITECT major are:

University of Illinois (Chicago Circle Campus

University of Illinois (Urbana)

Illinois Institute of Technology



FOR MORE INFO.....
Occupational Outlook Handbook

American Institute of Architects
Chicago Chapter
1800 So. Prairie Ave.
Chicago, Illinois 60616
842-4634

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

PERTINENT INFORMATION:

Accomplishment in the arts seem to present a paradox in its dependence upon intuitive, spontaneous mental process and simultaneous requirements of perseverance, iron discipline, and the use of deliberate techniques.

Visual arts are usually thought in terms of fine and commercial art. Fine art is created for its own sake, produced because the artist feels compelled to express, in his own time and in his own way, esthetic visions or intuitive inner experiences which are little premeditated.

Commercial art is any work done with the deliberate purpose of selling. A commercial artist has to produce whatever he is hired to do. He may be given specifications in regard to shape, size, subject style, color, delivery date, and other details. Unlike the fine artist, the commercial artist must strive to please his client.

However, fine art and commercial art are not mutually exclusive. Much of art is a compromise and although accomplished on commission, it may still possess the esthetic excellence of fine art. Then, too, fine art produced on commission actually has a history going back to Michelangelo. Many artists engage in the production of fine art and commercial art simultaneously or at different stages of their careers.

CAREER OPTIONS:

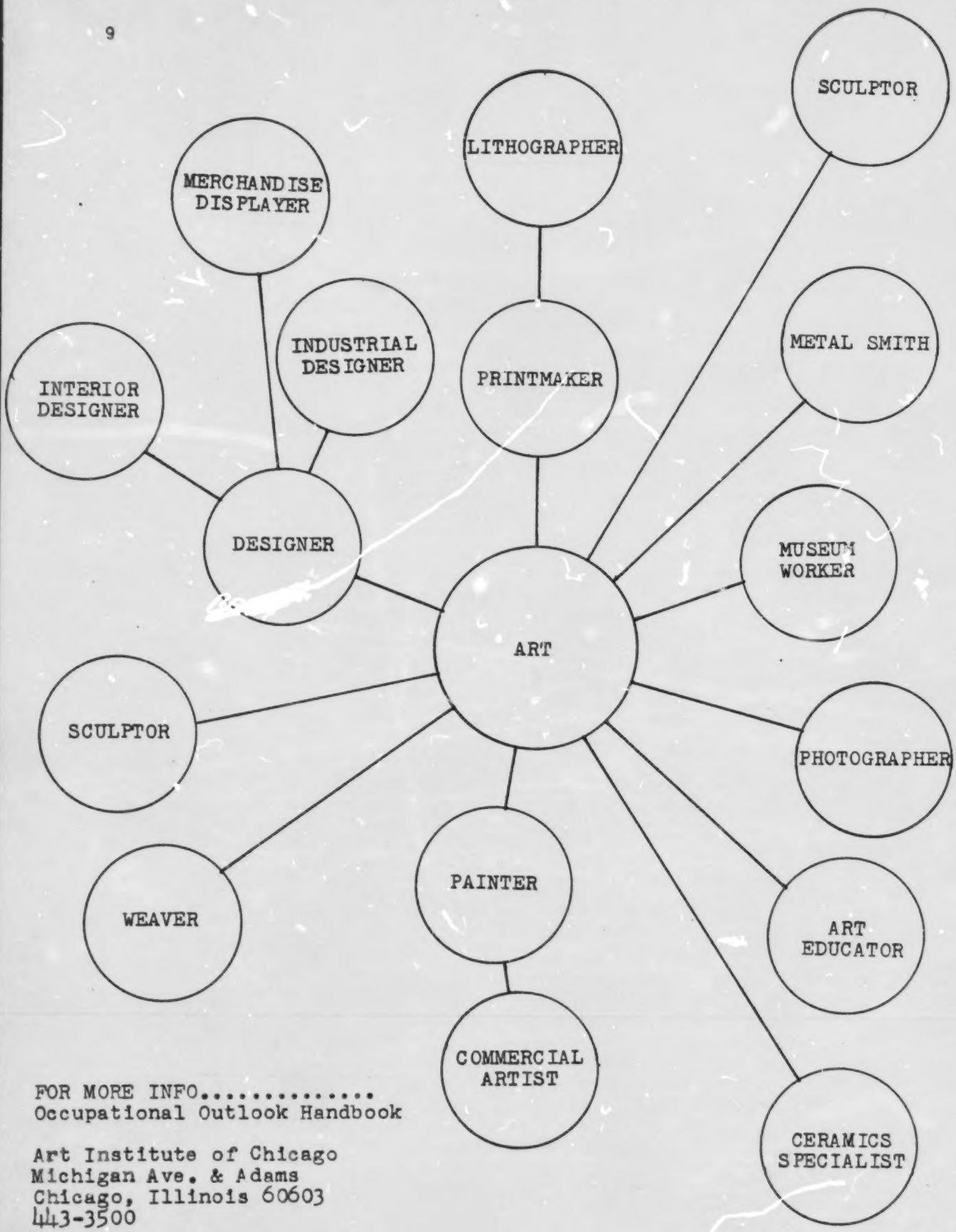
ABORICULTURIST
ARBORER
ARCHAEOLOGICAL DIGGING OFFICER
ART APPRAISER
ART THERAPIST
BILLBOARD DESIGNER
BOOK ILLUSTRATOR
CERAMIC SPRAYER
COLOR TECHNICIAN
COMMUNITY PLANNER
EXHIBIT PREPARATOR
FASHION DESIGNER
FURNITURE DESIGNER
GREETING CARDS DESIGNER
COMMERCIAL ARTIST
INTERIOR DECORATOR
MERCHANDISE DISPLAY
PHOTOGRAPHER
INDUSTRIAL DESIGN
JEWELRY DESIGNER
MANUFACTURER'S REPRESENTATIVE
MEDICAL ILLUSTRATOR
NEWSPAPER OR MAGAZINE ARTIST
PHOTOGRAPHY RESEARCHER
RETOUCHER
STUDIO ASSISTANT
TEACHING (SEE EDUCATION)
TELEVISION COMMERCIALS SPECIALIST
TEXTILE DESIGN
THEATRE CRAFTS (SEE SPEECH)
WEAVING EXPERT
CERAMICS SPECIALIST
INDUSTRIAL DESIGNER
LITHOGRAPHIC ARTIST
MUSEUM WORKER
SCULPTURIST

TRANSFER INFORMATION:

Art is a program designed to transfer. Students must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection.

Schools that provide programs for the ART major are:

Art Institute of Chicago
University of Illinois
Illinois Institute of Tech.
Northern Illinois University
Southern Illinois University
Chicago State College
Eastern Illinois University
Illinois State University
Northeastern University
Western Illinois University



FOR MORE INFO.....
Occupational Outlook Handbook

Art Institute of Chicago
Michigan Ave. & Adams
Chicago, Illinois 60603
443-3500

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

CHEMISTRY & CHEMICAL ENGINEERING

PERTINENT INFORMATION:

The data studied in this area is the most abstract of any science in that they derive for the most part from phenomena invisible to man. In explaining the appeal of this area of knowledge, the American Chemical Society says: "The fearsome roar of a forest fire or the romantic glow of candlelight, the flash of the lightning stroke or the artistry of the rainbow are the grand total of countless affairs involving atoms and molecules".

The student who pursues this program should have an aptitude for mathematics and physics. He will find employment in industrial or governmental laboratories. His chief activity is usually in research and development, synthesis, analysis and testing, pollution control, the health sciences or sales.

CAREER OPTIONS:

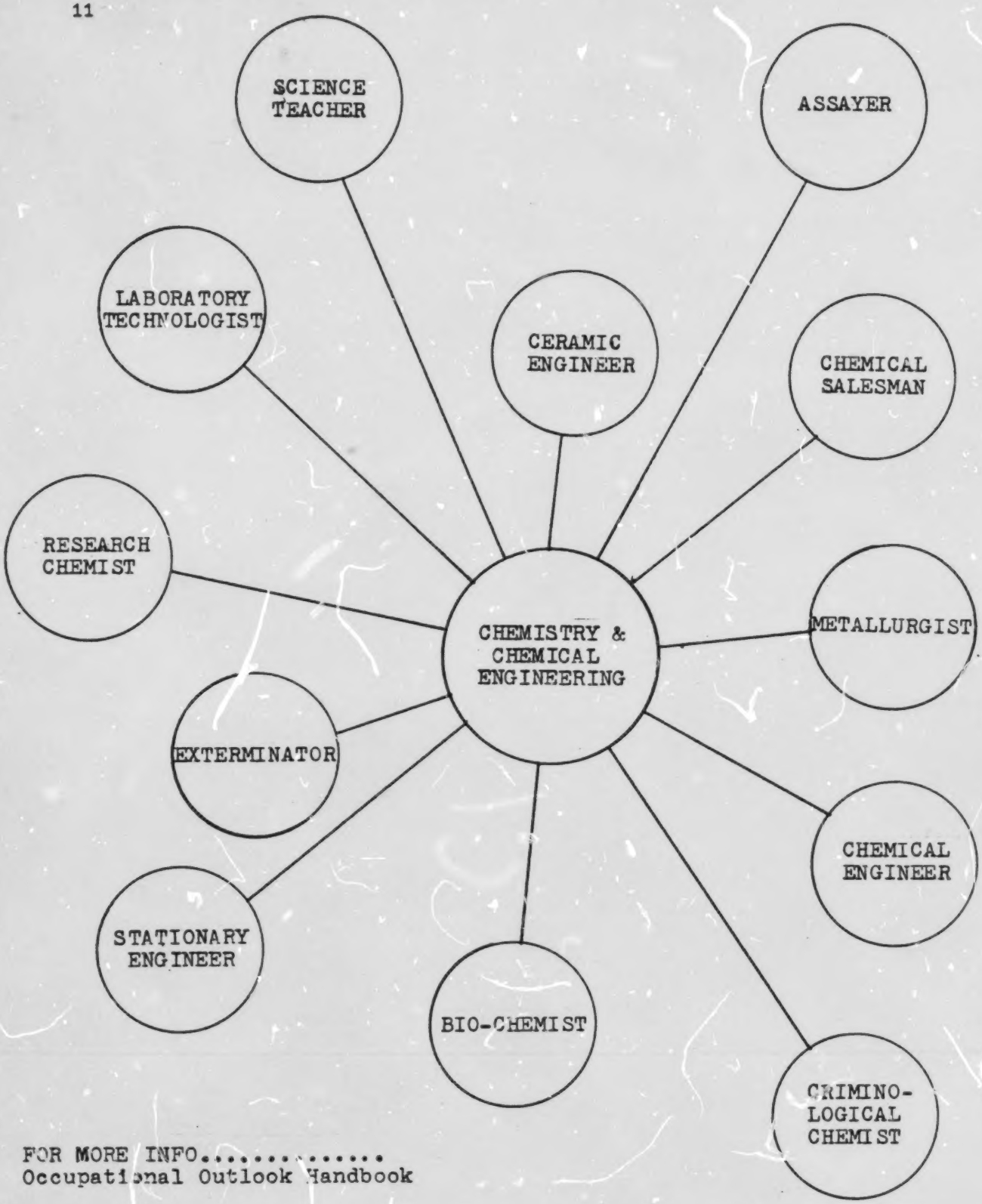
- AGRICULTURAL CHEMIST
- ANALYTICAL CHEMIST
- ASSAYER
- BIOCHEMICAL TECHNOLOGIST
- BIOCHEMIST
- BLOOD CHEMISTRY TECHNICIAN
- CHEMICAL ENGINEER (see ENGINEER)
- DYE CHEMIST
- FOOD & DRUG INSPECTOR
- FOOD PROCESSING TECHNICIAN
- FOOD SCIENTIST
- GEOCHEMIST
- GLASS CHEMIST
- INDUSTRIAL ALCOHOL CHEMIST
- INORGANIC CHEMIST
- LEATHER CHEMIST
- MANUFACTURER'S REPRESENTATIVE
- METALLURGIST
- METEOROLOGIST
- MINERALOGIST
- NUCLEAR CHEMIST
- OCEANOGRAPHER
- ORGANIC CHEMIST
- PAINT CHEMIST
- PHARMACEUTICAL CHEMIST
- PHYSICAL CHEMIST
- QUALITY CONTROL CHEMIST
- RADIO CHEMIST
- RESEARCH CHEMIST
- SANITARIAN
- SOIL CHEMIST
- TEACHER (see EDUCATION)
- TEXTILE CHEMIST
- WATER PURIFICATION CHEMIST
- CHEMIST
- GEOLOGIST

TRANSFER INFORMATION:

CHEMISTRY/CHEMICAL ENGINEERING is a program designed to transfer. Students must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection.

Some schools that provide programs for the CHEMISTRY major are:

- Augustana College
- Bradley University
- University of Chicago
- DePaul University
- Eastern Illinois University
- Illinois Institute of Tech.
- Illinois State University
- Knox College
- Lake Forest College
- Loyola University
- Mac Murray College
- Monmouth College
- Northern Illinois University
- Northwestern University
- Roosevelt University
- Southern Illinois University
- Western Illinois University
- Wheaton College



FOR MORE INFO.....
Occupational Outlook Handbook

American Chemical Society
1155 16th Street N.W.
Washington, D.C. 20036

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

COMMERCE

PERTINENT INFORMATION:

In commerce or business relations work organized knowledge is applied in activities as diverse as accounting, market and motivational research, purchase and sales work, management, advertising, and public relations. People in this area share a value system which is geared to economic purpose and the competition of the market place, their interest and ambition is directed towards economic and business accomplishment. Their role in the world of work helps to keep the economy lively. They range from the fiercely individualistic entrepreneur to the team personality known as the organization man. The occupations occupy a continuum from the fixed and structured, exemplified by the discipline of accounting to the shifting and unstructured, typified by public relations.

CAREER OPTIONS:

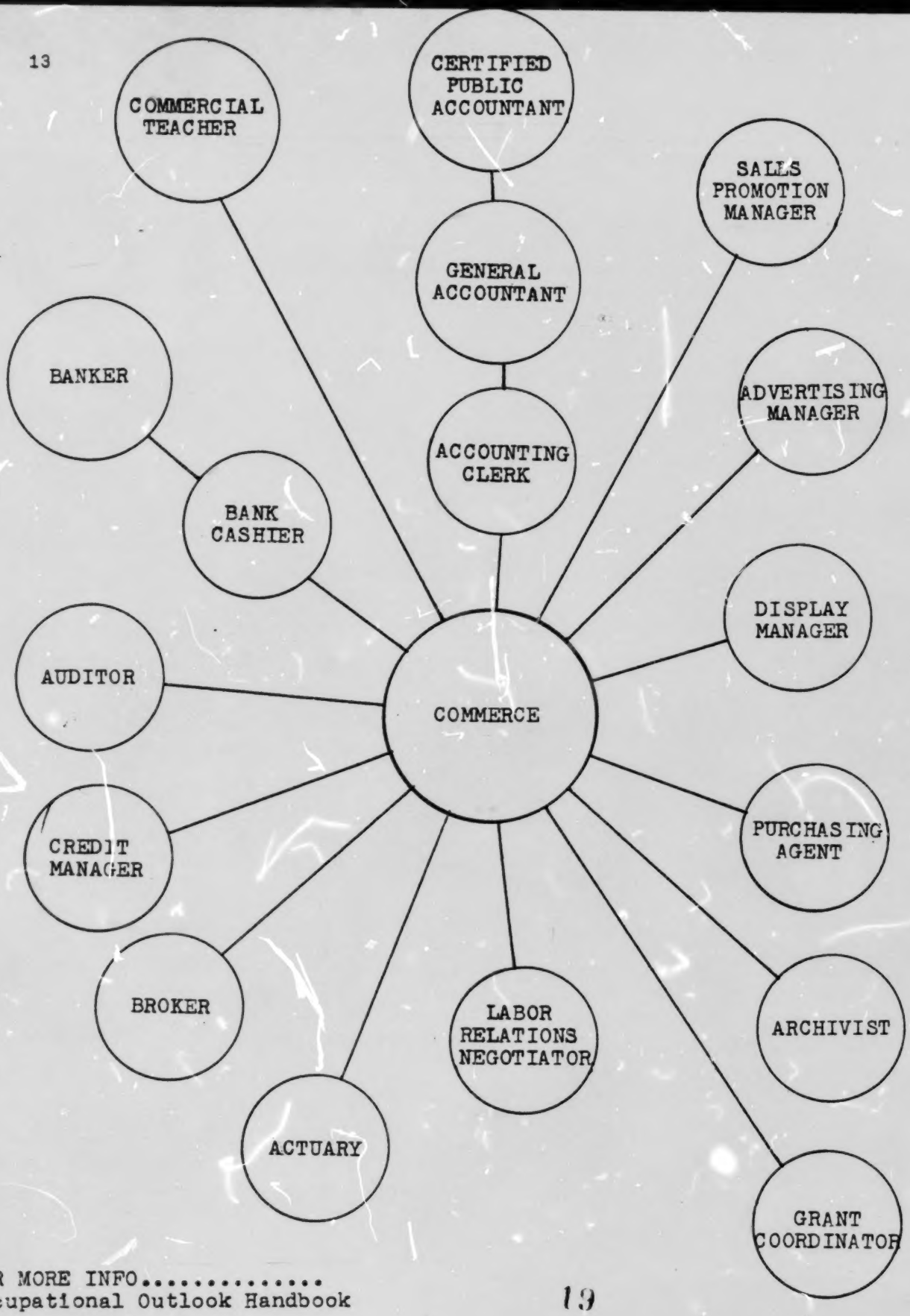
ACCOUNT EXECUTIVE
ARBITRATION
ARCHIVIST
BOND REPRESENTATIVE
BUDGET ACCOUNTANT
BUDGET EXAMINER
BURSAR ASSISTANT (COLLEGE)
BUSINESS & ECON. STATISTICIAN
COMMUNITY RELATIONS OFFICER
CONTRACT NEGOTIATOR
CONTROLLER
CREDIT MANAGER
CUSTOMER SERVICES OFFICER
ECONOMIC GEOGRAPHIST
FINANCE OFFICER
FOOD SERVICE SALES REPRESENTATIVE
GRANT COORDINATOR (COLLEGE)
GOVERNMENT SERVICES
HIGHWAY PLANNING
INSURANCE
INTERNAL AUDITOR
INTERNATIONAL TRADE ECONOMIST
LABOR ECONOMIST
LABOR RELATIONS OFFICE
LABOR UNION MANAGER
LEGISLATURE AIDE
LOAN ADMINISTRATOR
MANAGEMENT SUPERVISOR
MARKETING REPRESENTATIVE
MORTGAGE SPECIALIST
PENSION CONSULTANT
PURCHASER
RETAIL MARKETING REP.
SECURITIES ANALYST
TAX CONSULTANT
TAX DEED EXAMINER
ACCOUNTANT
ACTUARY
AUDITOR
BANKER
BROKER
BUYER
CLAIMS ADJUSTER
COMPUTER PROGRAMER
CREDIT ANALYST
ECONOMIST
MANAGEMENT CONSULTANT
MARKET ANALYST
REAL ESTATE AGENTS/BROKERS
REAL ESTATE APPRAISERS
TAX DEED EXAMINER
TEACHING (SEE EDUCATION)
TRAVEL AGENT
TRUST ADMINISTRATOR
WORKMAN'S COMPENSATION OFFICE

TRANSFER INFORMATION:

COMMERCE is a program designed to transfer. Students must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection.

Some schools that provide programs for the COMMERCE major are;

Augustana College
Bradley University
Chicago State University
University of Chicago
DePaul University
Eastern Illinois University
Illinois Institute of Technology
University of Illinois
Illinois State University - Normal
Illinois Wesleyan University
Knox College
Lake Forest College
Lewis College
Loyola University
Millikin University
Monmouth College
Northern Illinois University
Northeastern Illinois University
Northwestern University
Roosevelt University
Southern Illinois University
Western Illinois University



FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

ECOLOGY/CONSERVATION

PERTINENT INFORMATION:

People interested in Ecology/Conservation must have specialized training. Specialities vary from that of forest rangers to sod conservationists. People choosing this work get satisfaction from seeing improvement of natural resources, land reclaimed, and forests kept healthy and flourishing. In addition to the technical skills, these people enjoy working with others, like public service and are flexible. Some jobs require ability to work without direct supervision and willingness to work in remote areas.

CAREER OPTIONS:

- AGRICULTURAL AID
- AGRONOMIST
- ANIMAL ECOLOGIST
- BOTANIST
- CONSERVATION SPECIALIST
- ECOLOGIST
- ENTOMOLOGIST
- ENVIRONMENTALIST
- FORESTERS
- FOREST CONSERVATION SPECIALIST
- FOREST ENGINEER
- FOREST RECREATION SPECIALIST
- FOREST RESOURCES MANAGER
- FOREST UTILIZATION SPECIALIST
- EROSION PREVENTION SPECIALIST
- GRAZING LANDS SUPERVISOR
- HORTICULTURIST
- PARKS SUPERVISOR
- PEST CONTROL INSPECTOR
- PLANT ECOLOGIST
- POLLUTION CONTROL SPECIALIST
- RANGE MANAGER
- RESEARCH FORESTER
- SILVICULTURE SPECIALIST
- SOIL CONSERVATIONIST
- TIMBER MANAGER
- WATERSHED MANAGER
- WILDLIFE MANAGER
- WOOD TECHNOLOGY AND UTILIZATION

TRANSFER INFORMATION:

ECOLOGY/CONSERVATION is a program designed to transfer. Students must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection.

Schools that provide programs for the ECOLOGY/CONSERVATION major are:

<u>Forestry</u>

University of Illinois(Urbana)
Illinois Wesleyan (Binary Plan with Duke University)
Southern Illinois University Vocational-Technical Institute Carbondale, Ill. 62901

<u>Environmental Health/Ecology</u>

Southern Illinois University
Governors State University
Illinois Institute of Technology
Northwestern University
University of Illinois
Western Illinois University
Illinois State University
Eastern Illinois University
Northeastern Illinois University

FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

EDUCATION

PERTINENT INFORMATION:

Education is the most extensive continued activity of man. Of all the professions, teaching is the largest. Although various extensions of the teaching process have been introduced in the form of audio visual resources, teaching machines and programmed instruction, the classroom teacher remains the mainstay of the educational system.

The process of education is the subject of many definitions, but there seems to be agreement that the task of education includes fitting a person to his environment, spiritual, human, and material. This involves education in both cognitive and affective dimensions.

At this time the field of education is very competitive, however good teachers with proven ability will always be needed. Education majors should therefore strive to excel and demonstrate academic ability, positive personal qualities and mature behavior.

CAREER OPTIONS:

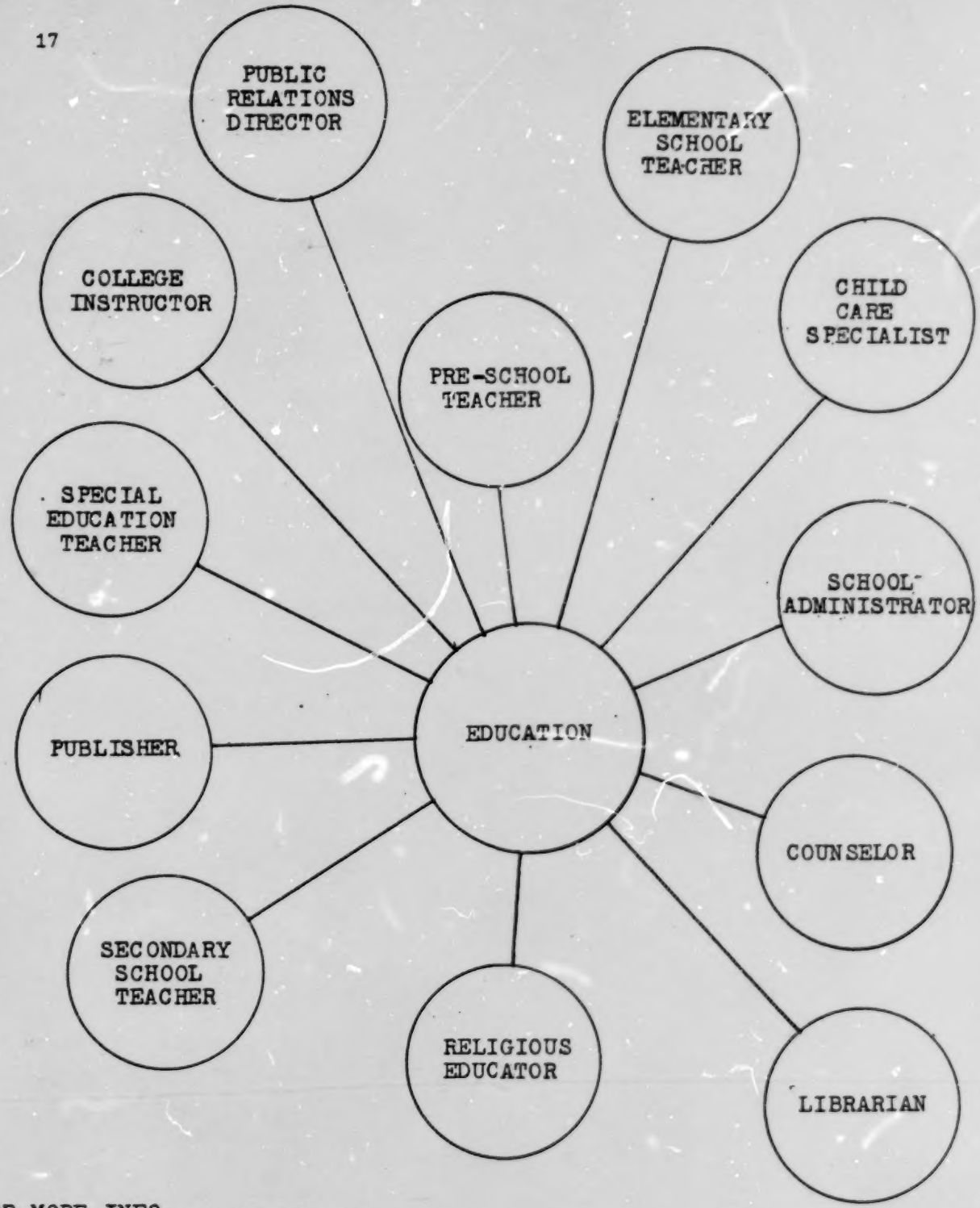
- CHAMBER & JAYCEE WORK
- CHILD CARE WORKER
- COLLEGE TEACHER
- CORRESPONDENT
- COTTAGE COORDINATOR
- EDUCATIONAL ADMINISTRATOR
- ELEMENTARY TEACHER
- FOREIGN SERVICE
- GOVERNMENTAL SERVICE
- HIGH SCHOOL TEACHER
- INSURANCE CLAIMS REP.
- LIBRARIAN
- MANPOWER DEVELOPMENT SPEC.
- MINISTER
- PARK HISTORIAN
- PERSONNEL WORK (BUSINESS)
- PRE SCHOOL TEACHER
- PUBLIC RELATIONS
- PUBLISHING (SEE JOURNALISM)
- RECREATION SPECIALIST
- SCHOOL GUIDANCE WORKER
- SOCIAL SCIENCE RESEARCH ANALYST
- SPECIAL EDUCATION TEACHER
- STATISTICIAN
- TEST DESIGNER
- TRAVEL ADVISOR (SEE LIBERAL & SCIENCE)

TRANSFER INFORMATION:

EDUCATION is a program designed to transfer. Students must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection.

Some schools that provide programs for the EDUCATION major are:

- Augustana College
- Bradley University
- University of Chicago
- Concordia Teachers College
- DePaul University
- Elmhurst College
- Greenville College
- University of Illinois Urbana
- Illinois State University
- University of Ill. Chgo Circle
- Knox College
- Loyola University
- Millikin University
- Mundelein College
- National College of Education
- Northeastern Illinois University
- Northern Illinois University
- Northwestern University
- Olivet Nazarene College
- Sangamon State University
- Southern Illinois University



FOR MORE INFO.....
Occupational Outlook Handbook

Cook County School Systems
33 W. Grand Ave.
Chicago, Illinois 60610
321-7610 (General Information)
321-7603 (Special Education)

Child Care Ass'n. of Illinois
Council on Training
542 So. Dearborn, Room 204
Chicago, Illinois 60605
427-8435

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

ENGINEERING

PERTINENT INFORMATION:

The engineers' role is difficult to define. Roles range from that of the engineer-scientist to that of the engineering technician. It might be said that the engineer applies the concepts and discoveries of science to the practical needs of the human community, its health, prosperity, and individual fulfillment. The engineer is oriented in the direction of purposeful action. He works toward an end of making things or making things happen. He achieves satisfaction in tangible accomplishment-machines, buildings, highways, production facilities, etc.

Since engineering requires an intellectual viewpoint extensively based on science, the student who goes into engineering should be able to: organize ideas and think in mathematical, verbal, and symbolic terms, write concisely and logically; visualize spatially and manipulate objects mentally; achieve a physical grasp of abstract scientific ideas; and decide when they have all the facts needed to make decisions. Because of this, students considering this field should have a high aptitude and academic record in science and mathematics.

CAREER OPTIONS:

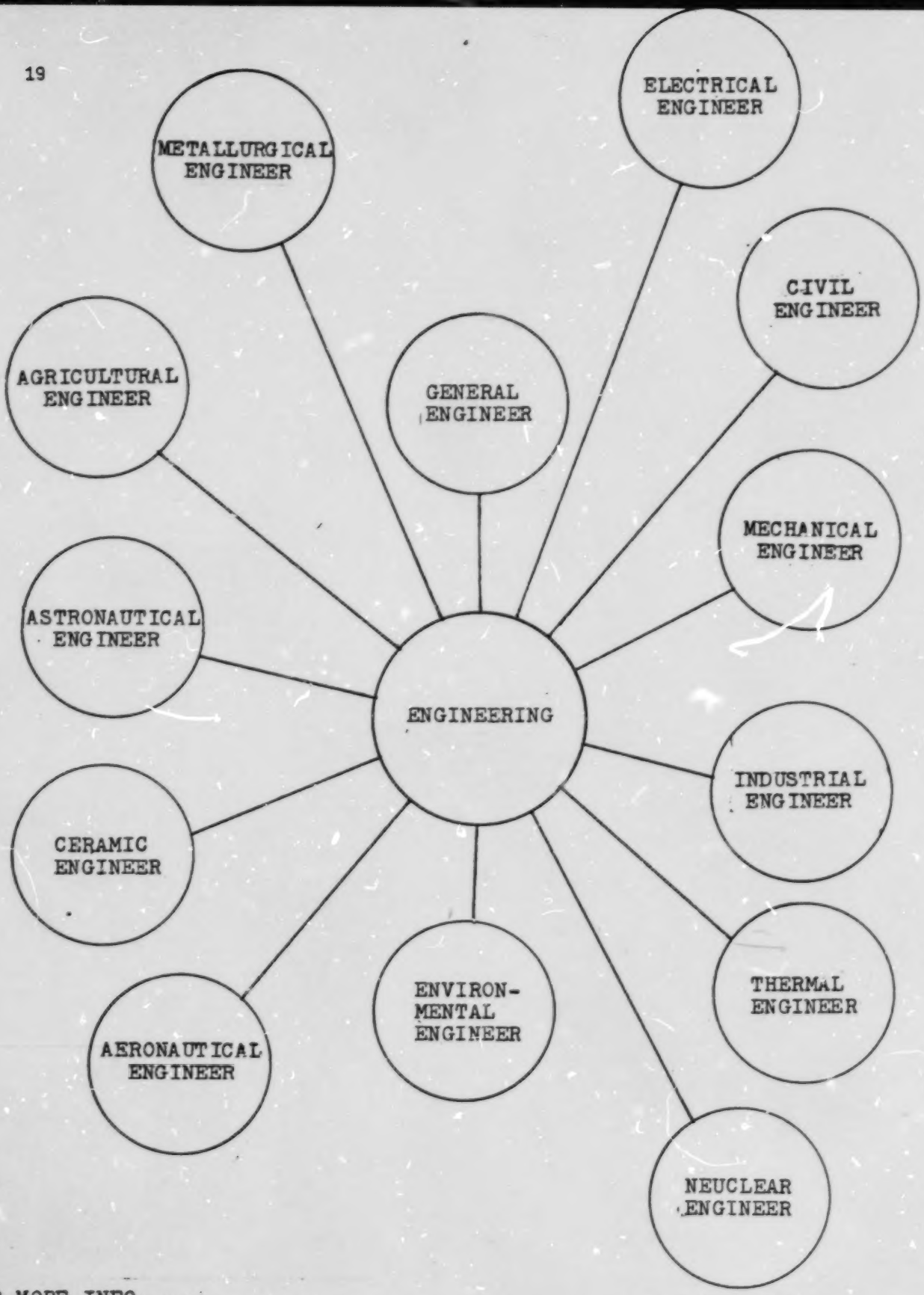
AERONAUTICAL ENGINEER
AEROSPACE ENGINEER
AGRICULTURAL ENGINEER
BIOMEDICAL ENGINEER
CARTOGRAPHER
CERAMIC ENGINEER
CHEMICAL ENGINEER
CIVIL ENGINEER
COMMUNICATIONS ENGINEER
ELECTRICAL ENGINEER
ELECTRONICS ENGINEER
ENGINEER
ENGINEERING MECHANICS & MATERIALS SPECIALIST
ENVIRONMENTAL ENGINEER
HYDRAULIC ENGINEER
HYDROLOGIST
INDUSTRIAL ENGINEER
INDUSTRIAL SYSTEMS ANALYST
MAINTAINENCE ENGINEER
MECHANICAL ENGINEER
METALLURGICAL ENGINEER
MINING ENGINEER
NUCLEAR ENGINEER
OPERATIONS RESEARCH ANALYST
PETROLEUM ENGINEER
PLANT ENGINEER
PLASTICS TECHNOLOGIST
PRODUCTION PLANNING & CONTROL SYSTEMS DESIGNER
SANITARY ENGINEER
SAFETY ENGINEER
SALES ENGINEER
STATIONARY ENGINEER
SYSTEM COORDINATOR
THERMAL & ENVIRONMENTAL ENGINEER
TRAFFIC ENGINEER
TRANSPORTATION ENGINEER

TRANSFER INFORMATION:

ENGINEERING is a program designed to transfer. Students must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection.

Schools that provide programs for the ENGINEERING major are:

University of Illinois (aeronautical, agricultural, astronautical, ceramic, chemical, civil, general, industrial, mechanical, metallurgical, nuclear, sanitary)
Illinois Institute of Technology (chemical, civil, general, industrial, metallurgical, nuclear)
Northwestern (chemical, civil, environmental, general, industrial, materials mechanical, nuclear, science transportation)
Bradley (civil, electrical, general, mechanical technology)
Southern (environmental, materials mechanics, thermal)



FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

LIBERAL ARTS AND SCIENCE

PERTINENT INFORMATION:

The LIBERAL ARTS & SCIENCE program appeals to students who want a general education or who have no definite ideas related to educational programs or career goals. The program gives the student a background in general education broad and deep enough to pursue a major field of study at a senior institution.

Because of the nature of the program, it is difficult to generate specific career objectives at the community college level. When the student graduates from the community college and transfers to a senior institution to complete his education, he then declares a major area of concentration.

The following indicates areas of concentration and some possible career alternatives within those areas.

CAREER OPTIONS:

ANTHROPOLOGY
POPULATION STUDIES
MUSEUM CURATOR
ETHNOLOGIST

BIOLOGICAL SCIENCES
BIOCHEMIST
BIOPHYSICIST
EMBRYOLOGIST
GENETICS SCIENTIST
NUTRITION SPECIALIST
ECOLOGIST
BOTANIST
MICROBIOLOGIST
ZOOLOGIST

FOREIGN LANGUAGE
TRANSLATOR
CULTURAL STUDIES SPECIALIST
PUBLIC RELATIONS OFFICER
TRAVEL AGENT

GEOGRAPHY
GEOGRAPHER
CARTOGRAPHER
MAP CATALOGER
WEATHER & CLIMATE ANALYST

GEOLOGY
GEOLOGIST
ASTROGEOLOGIST
HYDROLOGIST
SEDIMENTOLOGIST
STRATIGIAPHIST

HISTORY
MUSEUM CURATOR
ARCHIVAL WORKER
LEGAL ASSISTANT
INTERNATIONAL LAW & RELATIONS RESEARCHER

MATHEMATICS
ACTUARY
CRYPTOGRAPHER
MATHEMATICIAN
DEMOGRAPHER

PHILOSOPHY
MINISTER
CULTURAL STUDIES SPECIALIST

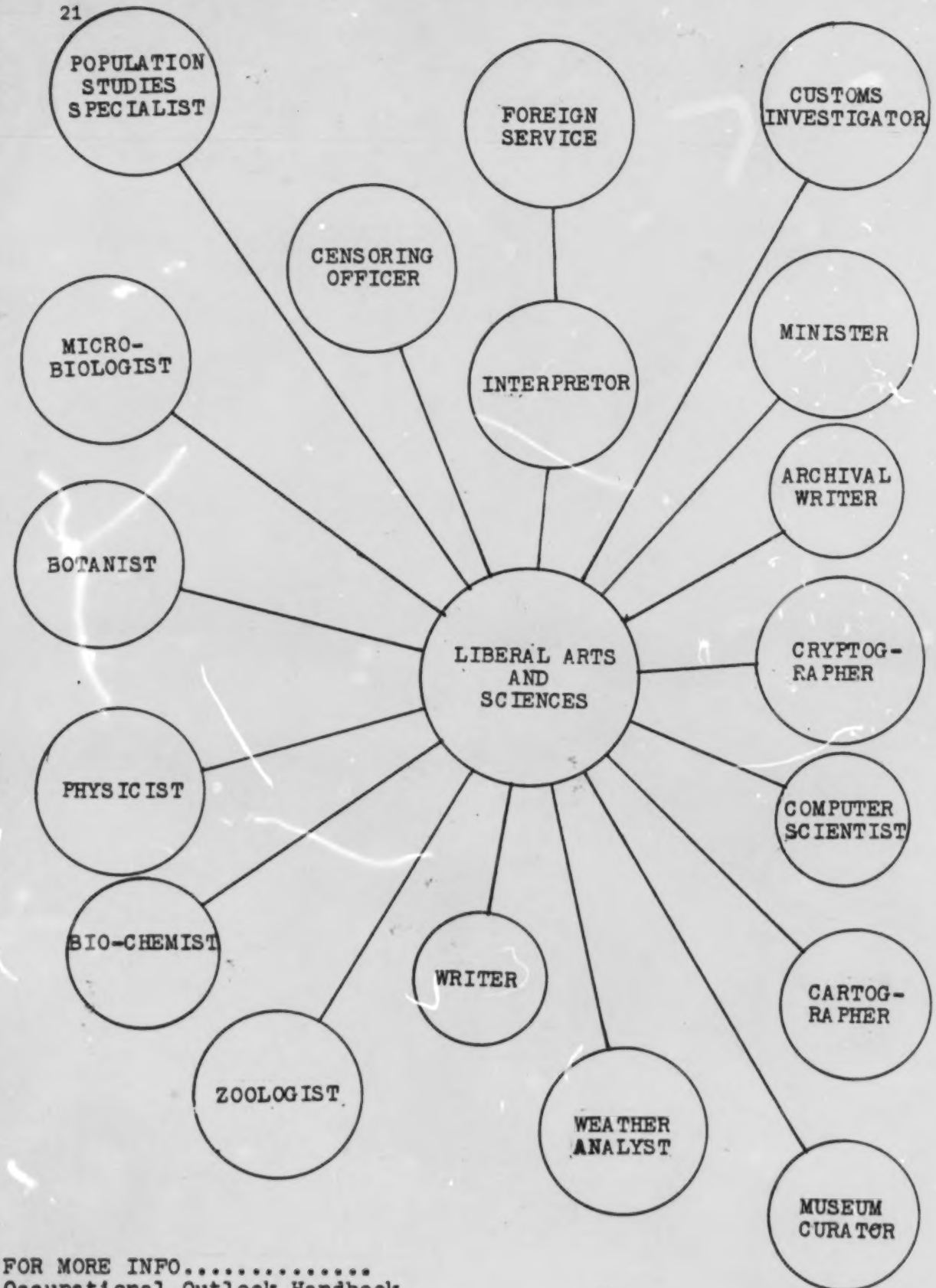
POLITICAL SCIENCE
AMERICAN GOV. STUDIES OFFICER
CENSORING OFFICER
CUSTOMS PORT INVESTIGATOR
LEGISLATIVE AIDE

PHYSICS
PHYSICIST
BIOPHYSICIST
GEOPHYSICIST
OPTICS PHYSICIST
PLASMA PHYSICIST

PSYCHOLOGY/SOCIOLOGY
SCHOOL PSYCHOLOGIST
GROUP SUPERVISOR OR FACILITATOR
COUNSELOR
JUVENILE COURT WORKER
PSYCHOMETRIST
FAMILY WELFARE STUDIES
POPULATION STUDIES

TRANSFER INFORMATION:

LIBERAL ARTS & SCIENCE is a program designed to transfer. Students must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection and choice of specific major. Until a student has chosen his major it is difficult to select a specific college or university. Therefore, when the student declares a major area of concentration, he can then begin the process of sleecting a transfer school.



FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext..250

MUSIC

PERTINENT INFORMATION:

Music, has been called the art of the fourth dimension, time, musical expression is a prehuman phenomenon and the making of tonal patterns is shared by man and birds. Such tonal patterns seem to have psychological and expressive values that in some inscrutable manner set up emotional responses and imagery connotations in the minds of listeners. What is known as music takes many guises. It may be art, or entertainment, or worship, or recreation.

Like music itself, the musician shows many faces. His training often spans childhood, adolescence, and several years of maturity. Among his special capacities are: ability to mentally manipulate unheard sound images and imagine tonal pictures; motivation to express ideas in the language of music, ability to balance combined impressions made by themes, rhythms, tone colors, harmonies, textures, dynamics, developments, contrasts; rich emotional activity to generate the poetic and pictorial ideas which are the basis of music; and a high degree of critical awareness through which to make esthetic judgments at the time of musical creation.

CAREER OPTIONS:

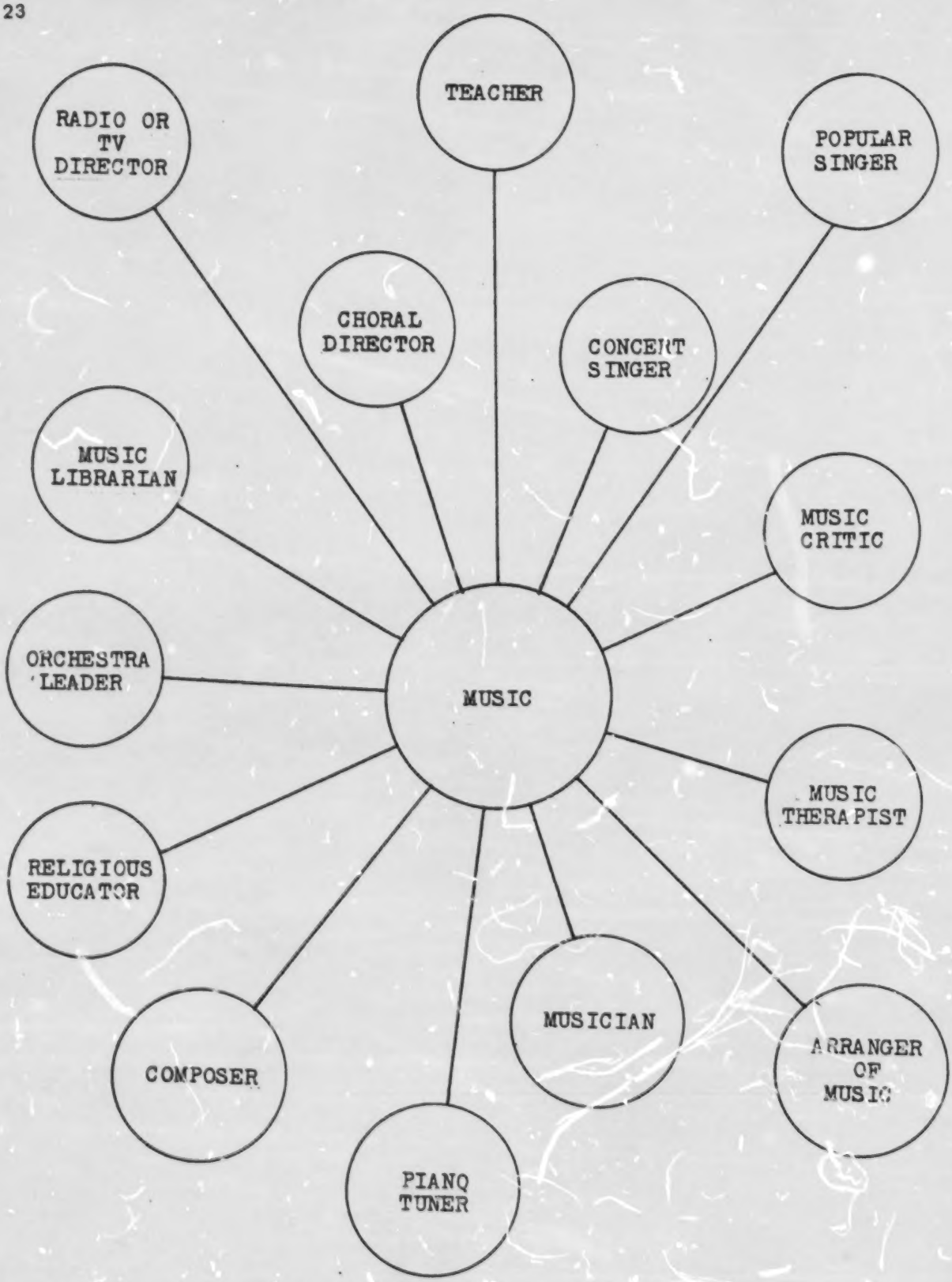
ARRANGER
BOOKING AGENT
BRASS INSTRUMENT SPECIALIST
CHORAL GROUP ARTIST
CHURCH MUSIC SPECIALIST
COMPOSER
CONDUCTOR
COPYIST
DANCE BAND PLAYER
INSTRUMENT RESEARCH & DEVELOPMENT
MUSIC CRITIC
MUSIC DIRECTOR
MUSIC LIBRARIAN
MUSICIAN
MUSIC MARKETING SPECIALIST
MUSIC TEACHER
MUSIC THERAPIST
OPERA PERFORMER
ORGANIST
RADIO-TV PROGRAMMER
RECORDING COMPANY REPRESENTATIVE
RECORDING ENGINEER
RHYTHM INSTRUMENTS SPECIALIST
SINGER
STRINGS INSTRUMENTS SPECIALIST
TELEVISION ARTIST
TUNER
WOODWIND INSTRUMENTS SPECIALIST

TRANSFER INFORMATION:

MUSIC is a program designed to transfer. Students must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection.

Schools that provide programs for the MUSIC major are:

American Conservatory of Music
Augustana College
Bradley University
Chicago Conservatory College
Concordia College
DePaul University
Eastern Illinois University
University of Illinois
Illinois State University
Illinois Wesleyan University
MacMurray College
Millikin University
North Central College
Northwestern University
Quincy College
Roosevelt University
Rosary College
Southern Illinois University
Springfield College
Western Illinois University
Wheaton College



FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

PRE-DENTAL

PERTINENT INFORMATION:

The span of dental services covers an entire lifetime-from first treatment of a baby tooth to the time when artificial teeth are needed. Dentists work with excellent modern instruments, new drugs, X-ray equipment and a staff of well-qualified assistants.

Personal and economic rewards are great in this field for the dentists who have good hand skills, excellent judgements of space and shape, and consistent interests in new materials and techniques. Dentists must have the same knowledge and scientific aptitude as the physician. Dentists also need great physical stamina and a genuine liking and understanding of people are essential. Work hours may be long since toothaches do not occur on regular schedules. Evenings may be spent in concentrated study or continuing education courses to keep abreast of innovations in the field.

Entrance to dental school is extremely competitive so applicants are expected to have achieved a superior record in their under-graduate training as well as a satisfactory score on the Dental Aptitude Test.

CAREER OPTIONS:

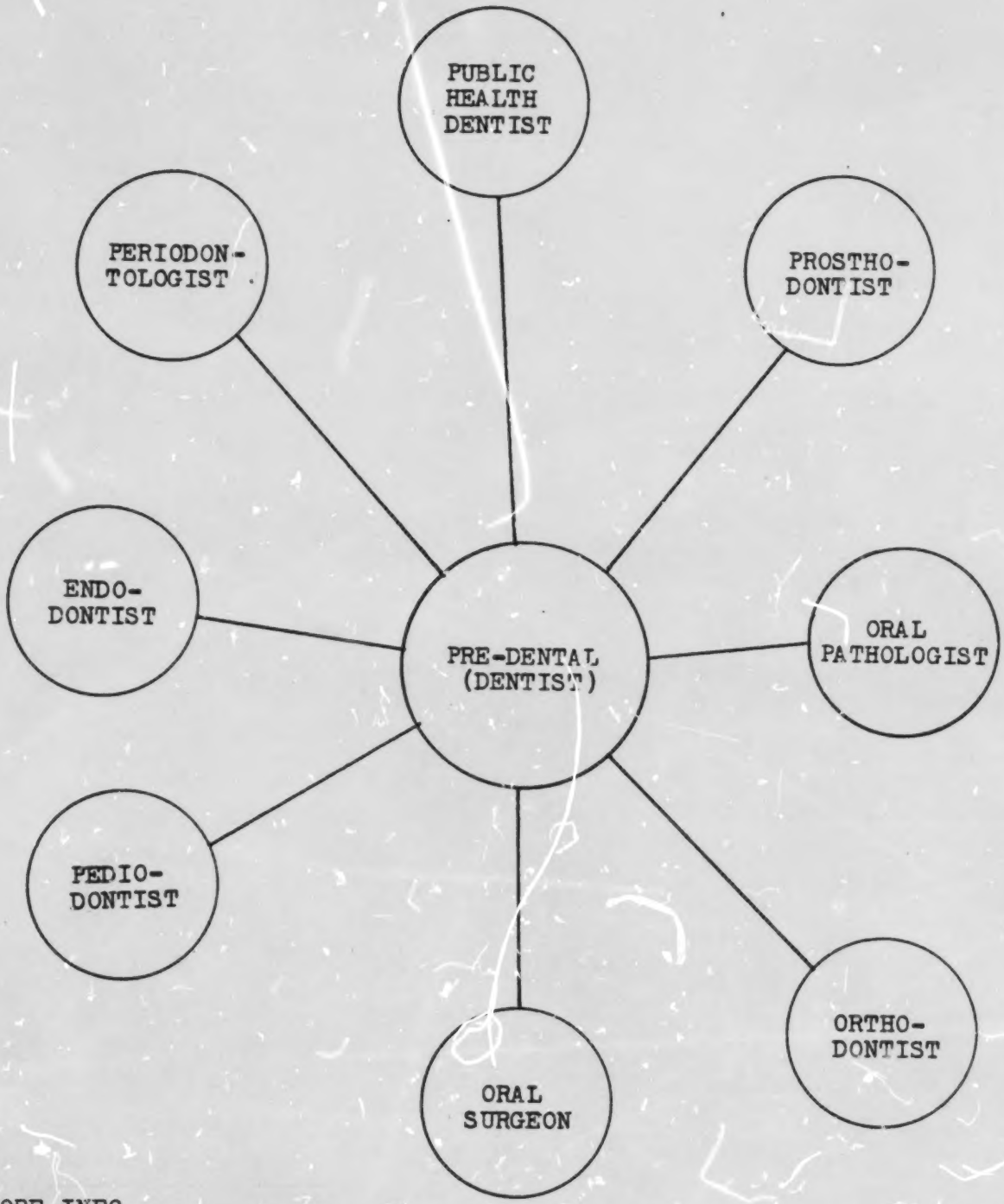
DENTIST
DENTAL HYGIENTISTS
MANUFACTURERS REPRESENTATIVE
ORAL PATHOLOGY (diseases of the mouth)
ORAL SURGERY (surgery of the mouth)
ORTHODONTICS (teeth straightening)
PUBLIC HEALTH DENTISTRY
PEDODONTICS (children's dentistry)
PERIODONTOLOGY (treatment of the tissues or gums supporting the teeth and the underlying bone)
PROSTHODONTICS (making of artificial teeth or dentures)
ENDODONTICS (tooth root treatment)

TRANSFER INFORMATION:

PRE-DENTISTRY is a program designed to transfer. Students must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection.

Schools that provide programs for the PRE-DENTAL major are:

Loyola University
Northwestern University
Southern Illinois University
University of Illinois (Chicago)



FOR MORE INFO.....
Occupational Outlook Handbook

American Dental Association
Bureau of Public Information
211 E. Chicago Ave.
Chicago, Illinois 60611

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

PRE-JOURNALISM

PERTINENT INFORMATION:

The number one qualification for a journalist is perhaps a probing curiosity and dogged honesty which drives the person to get at the real facts back of any situation. As an institution, journalism has a long tradition of ferreting out unpopular truth and bringing to light various kinds of abuses in society or developments which other established disciplines ignore or reject because they run counter to what is accepted as "true" or "proved."

Journalism requires people who are able to constantly make patterns and connections out of the endless stimuli of events which they observe and report. The journalist is not shy. He must be able to get people of all kinds--from panhandlers to premiers--to talk to him about every topic under the sun.

The journalist's most necessary qualification is a comprehensive education that emphasizes communications, humanities, and social science.

CAREER OPTIONS:

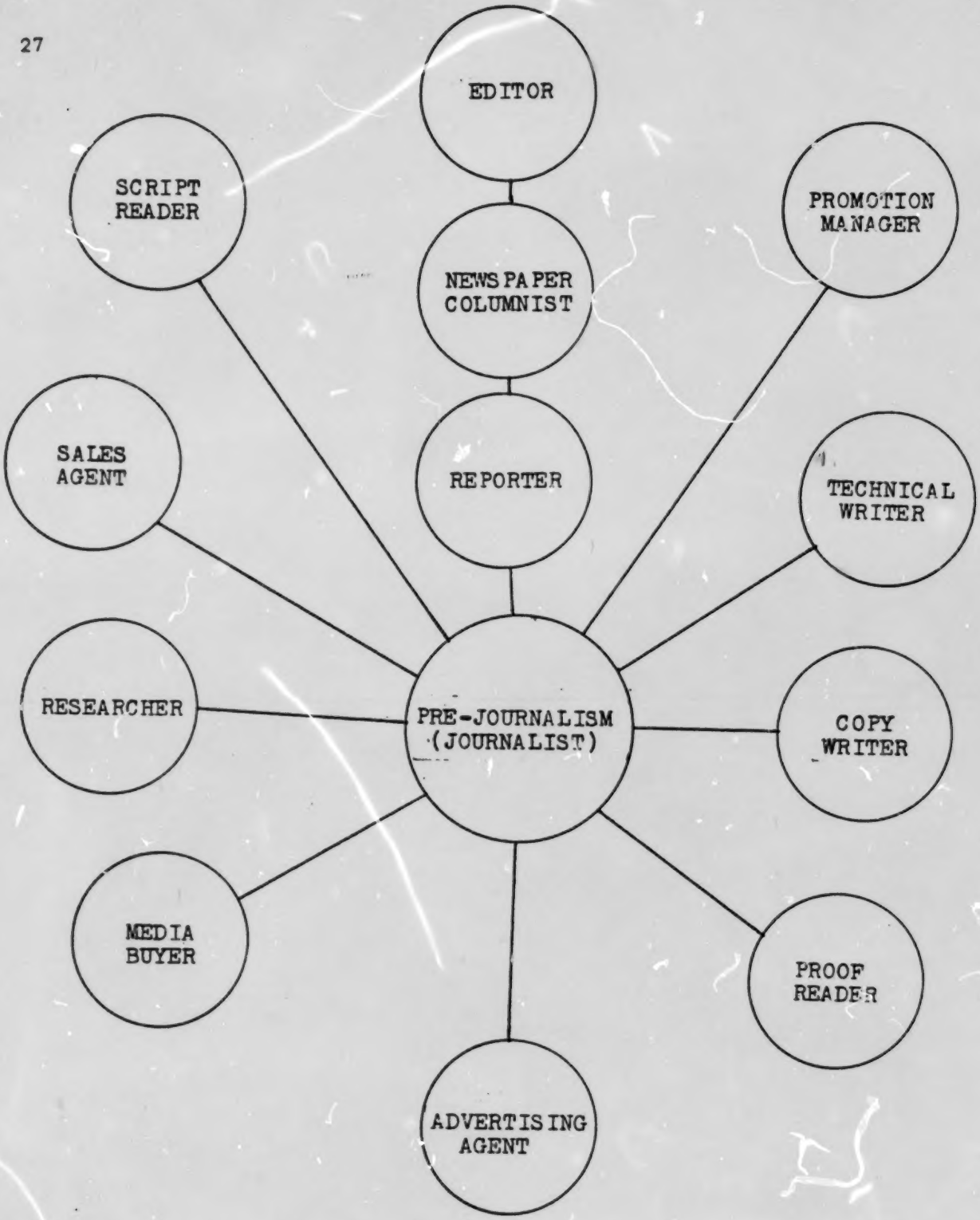
- ADVERTISING AGENT
- ADVERTISING CAMPAIGNS CONTROLLER
- ADVERTISING CAMPAIGNS PLANNER
- BOOK EIDTOR
- CABLE COMMUNICATION SPECIALIST
- COPYWRITER
- EDITOR
- GRAPHIC COMMUNICATION SPECIALIST
- MAGAZINE EDITORS
- MAGAZINE PRODUCTION & DESIGN STAFF
- MASS COMMUNICATION ANALYST
- MEDIA BUYER
- MEDIA SCHEDULING OFFICER
- NEWSPAPER COLUMNIST
- NEWSPAPER EDITOR
- PHOTOGRAPHER REPORTER
- PUBLICATIONS STAFF
- PUBLICITY STAFF
- REPORTER
- RESEARCHER
- SALES AGENT
- WRITER, FREE LANCE
- WRITER, TECHNICAL

TRANSFER INFORMATION:

PRE-JOURNALISM is a program designed to transfer. Students must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection.

Schools that provide programs for the PRE-JOURNALISM major are:

Northern Illinois University
Northwestern University
Southern Illinois University



FOR MORE INFO.....
Occupational Outlook Handbook

Society of Professional Journalists
35 E. Wacker Dr.
Chicago, Illinois 60601

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

PRE-LEGAL

PERTINENT INFORMATION:

Law schools generally require no specific courses for entrance, so the student may follow his own interests. However, he should remember that undergraduate education is important to law school preparation and should develop the ability: 1) to think creatively and critically; 2) to express himself; 3) to understand and deal with people; and 4) to understand human institutions and values with which the law deals.

In getting a practice established a lawyer may have to go through a starvation period, a few months or years on a very low income. His roles may be that of advocate, attorney, and legal counselor. He must adhere to rather well established standards of conduct and life style. He is frequently called upon to be active in community leadership positions, including political posts and public legal aid. He is governed by a strict standard of ethics in relation to his colleagues and to his clients.

CAREER OPTIONS:

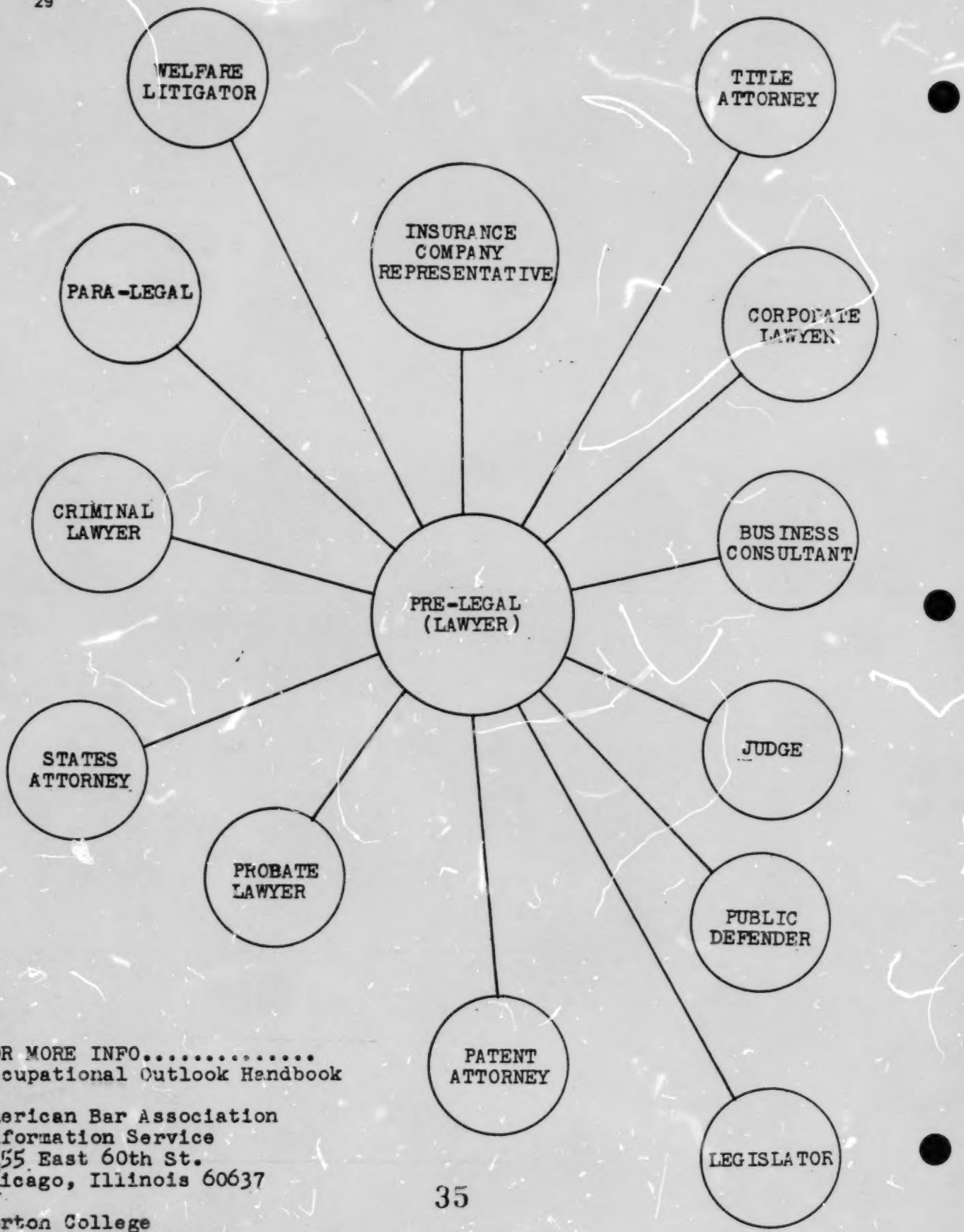
- CIVIL LAWYER
- CONSULTANT (government/ business)
- CORPORATE LEGAL WORK
- CRIMINAL LAWYER
- INSURANCE COMPANY REP.
- INTERNATIONAL LAW
- JUDGE
- LAWYER
- LEGISLATOR
- PARA LEGAL
- PATENT ATTORNEY (technical)
- PROBATE LAWYER
- PUBLIC DEFENDER
- REAL ESTATE LAWYER
- SECURITIES ATTORNEY
- STATES ATTORNEY
- TITLE ATTORNEY
- WELFARE LITIGATION

TRANSFER INFORMATION:

PRE-LEGAL is a program designed to transfer. Students must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection.

Schools that provide programs for the PRE-LEGAL major are:

- University of Chicago
- Illinois Institute of Technology
- DePaul University
- University of Illinois
- John Marshall Law School
- Lewis University
- Loyola University
- Northwestern University



FOR MORE INFO.....
Occupational Outlook Handbook

American Bar Association
Information Service
1155 East 60th St.
Chicago, Illinois 60637

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

PERTINENT INFORMATION:

Training for the various possibilities in this area differs in length. The doctor of medicine may not decide on general practice or some specialization until his medical training is almost complete, but no matter what position he wants, he must first complete his premedical training, go to medical school, and serve as a hospital intern. He will need to be sustained by great ambition for he will be faced with intensive study, hard work, and very little income. There is room in these activities both for brilliant top flighters who originate new procedures and those who develop only highly skilled ability to put other people's discoveries into operation.

Candidates for training must have the capacity to devote much time to what has been termed dreary reading and to endure long periods of doing little but observing, describing, and drawing. Applicants are expected to have achieved a superior record in their undergraduate training as well as a satisfactory score on the Medical College Admissions Test.

CAREER OPTIONS:

ANESTHESIOLOGIST
DERMATOLOGIST
DIETICIAN
GYNECOLOGIST
HOSPITAL ADMINISTRATOR
INTERNALIST
MEDICAL RECORDS ADMINISTRATOR
NEUROLOGIST
NEUROPHYSIOLOGY
OBSTETRICIAN
OPTHALMOLOGIST
OSTEOPATHIC PHYSICIAN
OTOEHINALARYNGOLOGIST
PATHOLOGIST
PEDIATRICIAN
PHYSICIAN
PHYSICIAN"S ASSISTANT
PHYSIOLOGICAL OPTICS
PODIATRIST
PROCTOLOGIST
PSYCHIATRIST
PUBLIC HEALTH SPECIALIST
THERAPIST, INHALATION
THERAPIST, OCCUPATIONAL
THERAPIST, PHYSICAL

TRANSFER INFORMATION:

PRE-MEDICAL is a program designed to transfer. Students must complete at least seven additional years of study in a professional program in medicine. Students in this program should consult with a counselor to plan for appropriate course selection.

Schools that provide programs for the PRE-MEDICAL major are:

Dietician
Bradley University
Eastern Illinois University
Illinois Wesleyan University
Mundelein College
Northern Illinois University
Olivet Nazarene College
Rosary College
Southern Illinois University
University of Illinois

Hospital Administrator
Northwestern University
University of Chicago

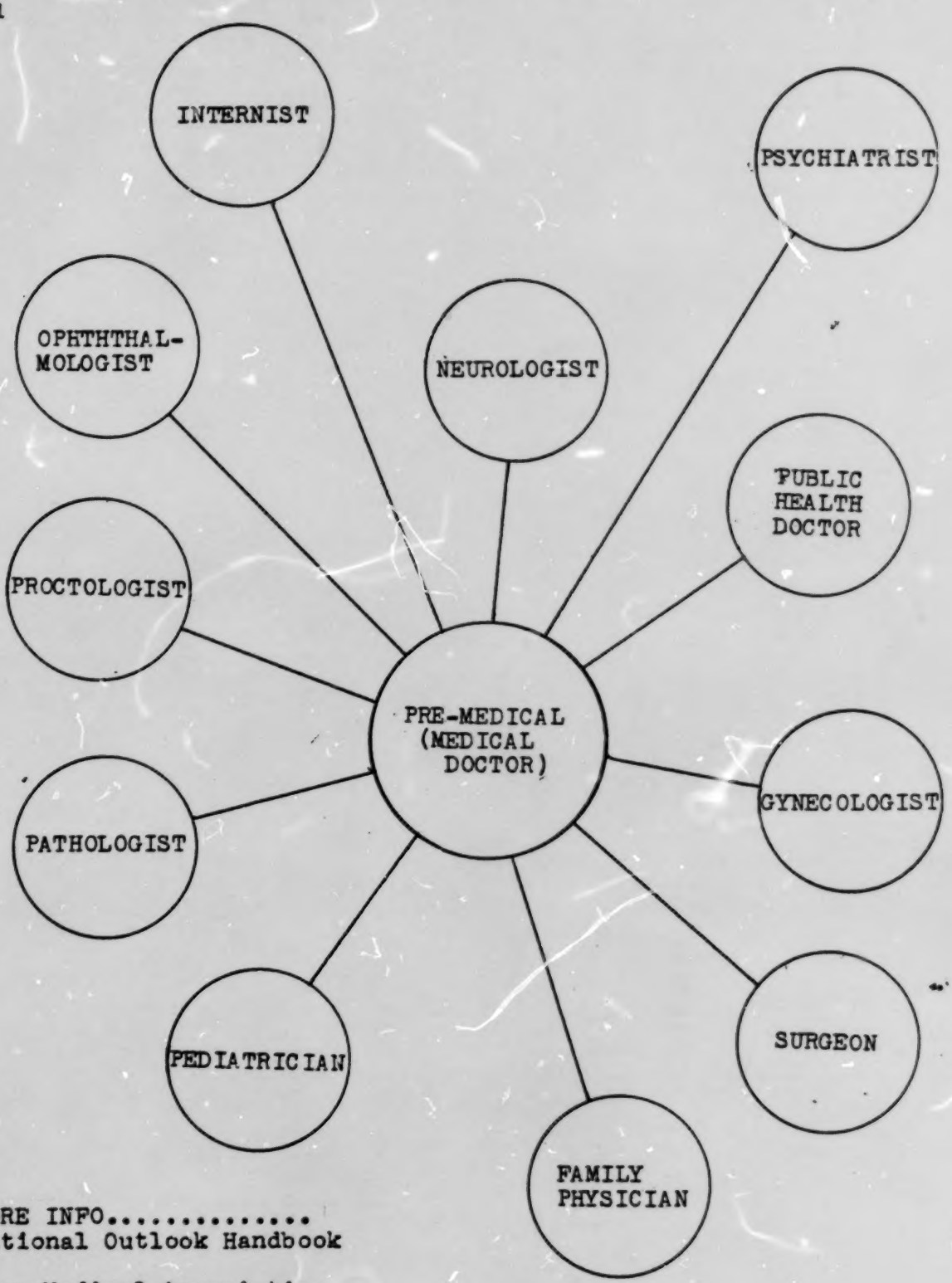
Medical Records
Illinois State University
University of Ill. Medical Center
Rush-Presbyterian St. Luke
Northern Illinois University
Quincy College

Physician
Chicago Medical Center
Loyola University
Northwestern University
Rush Medical College
Southern Illinois University
University of Chicago
University of Illinois

Public Health
University of Illinois Medical Center

Therapist, Occupational
University of Illinois - Chicago
University of Illinois - Urbana

Therapist, Physician
Chicago Medical School
Northwestern University
Rush Medical School



FOR MORE INFO.....
Occupational Outlook Handbook

American Medical Association
General Information
535 N. Dearborn
Chicago, Illinois 60611
751-6000

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

PRE-MEDICAL TECHNOLOGY

PERTINENT INFORMATION:

For persons who are interested in medicine and health but do not have sufficient aptitude or time resources to acquire professional preparation, these are the types of occupations which offer them opportunity. Nearly all the jobs require the utmost accuracy and carefulness, ability to master a considerable amount of scientific and technical subject matter, deftness in handling medical equipment, and a sympathetic attitude and helpful manner towards people. These people work for the most part in a highly structured hierarchical setting and must be able to adapt well to team work.

CAREER OPTIONS:

ADMINISTRATION	MEDICAL TECHNOLOGIST
CHEMISTRY TECHNOLOGIST	NUCLEAR MEDICINE TECHNOLOGIST
CYTOTECHNOLOGIST	RESEARCH TECHNOLOGIST
HISTOLOGIC TECHNOLOGIST	TEACHER

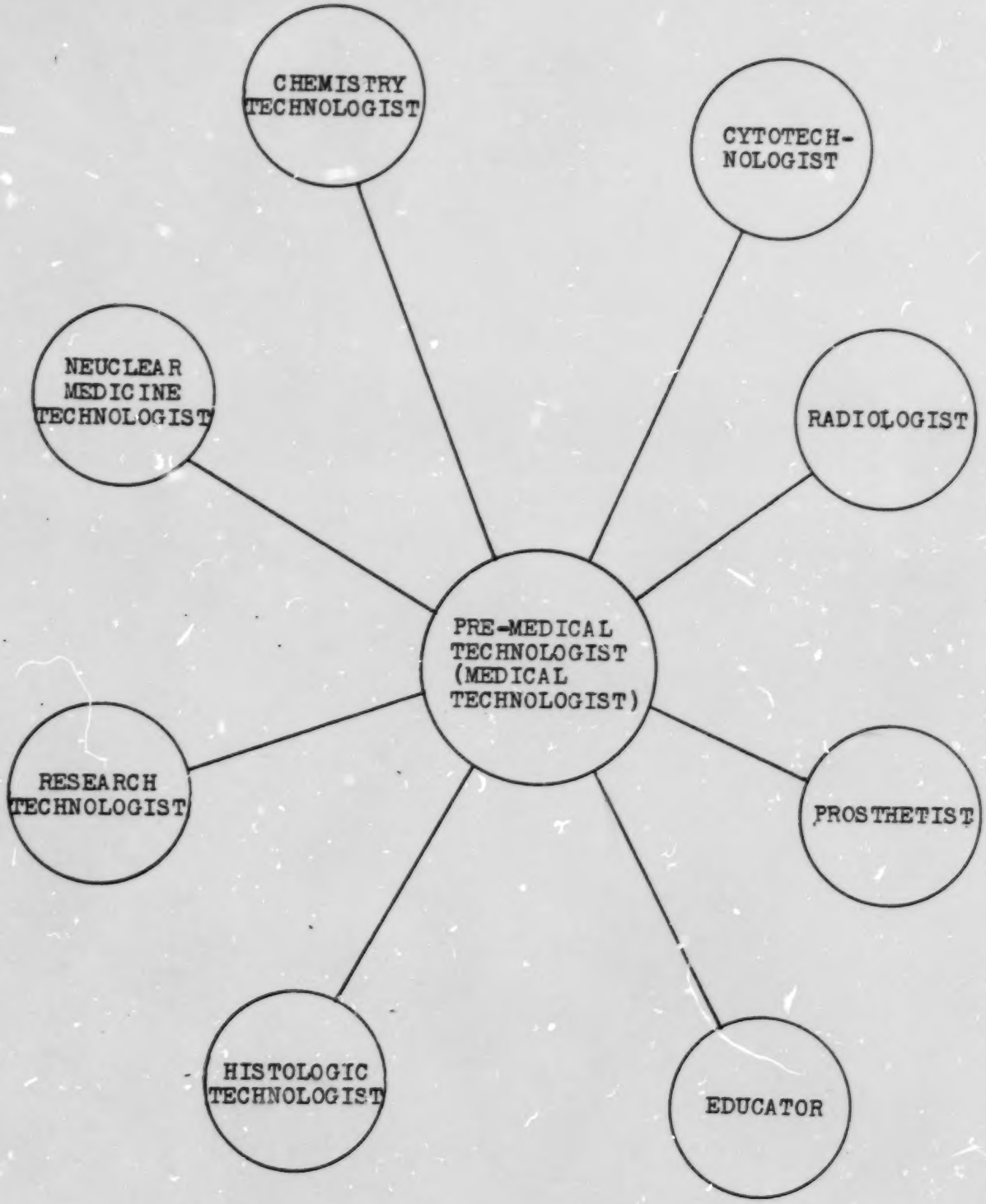
TRANSFER INFORMATION:

PRE-MEDICAL TECHNOLOGY is a program designed to transfer. Students must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection.

Schools that provide programs for the MEDICAL TECHNOLOGIST are:

TRANSFER COLLEGES & UNIVERSITIES

Chicago Medical School
Loyola University
Northwestern University
University of Illinois (Chicago)



FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

PRE-PHARMACY

PERTINENT INFORMATION:

The pharmacist must be good at detail and willing to check and then double check his own work. He assumes responsibility for human life and is entrusted with the storage and distribution of dangerous and habit-forming drugs. He must be absolutely scrupulous in handling and dispensing them. He should be interested in economics and management and have the ability to keep good records in accordance with legal regulations. He must be willing to meet and give service to the public. He is expected to be friendly, courteous, immaculate, and well groomed.

Most schools of pharmacy require one year of pre-profession work. The first year at the community college usually meets this requirement. Students are advised, however to check the program requirements of the school of pharmacy they expect to attend. Graduates of a five year pharmacy course are granted the degree of Bachelor of Science and six-year course graduates are granted the degree of Doctor of Pharmacy.

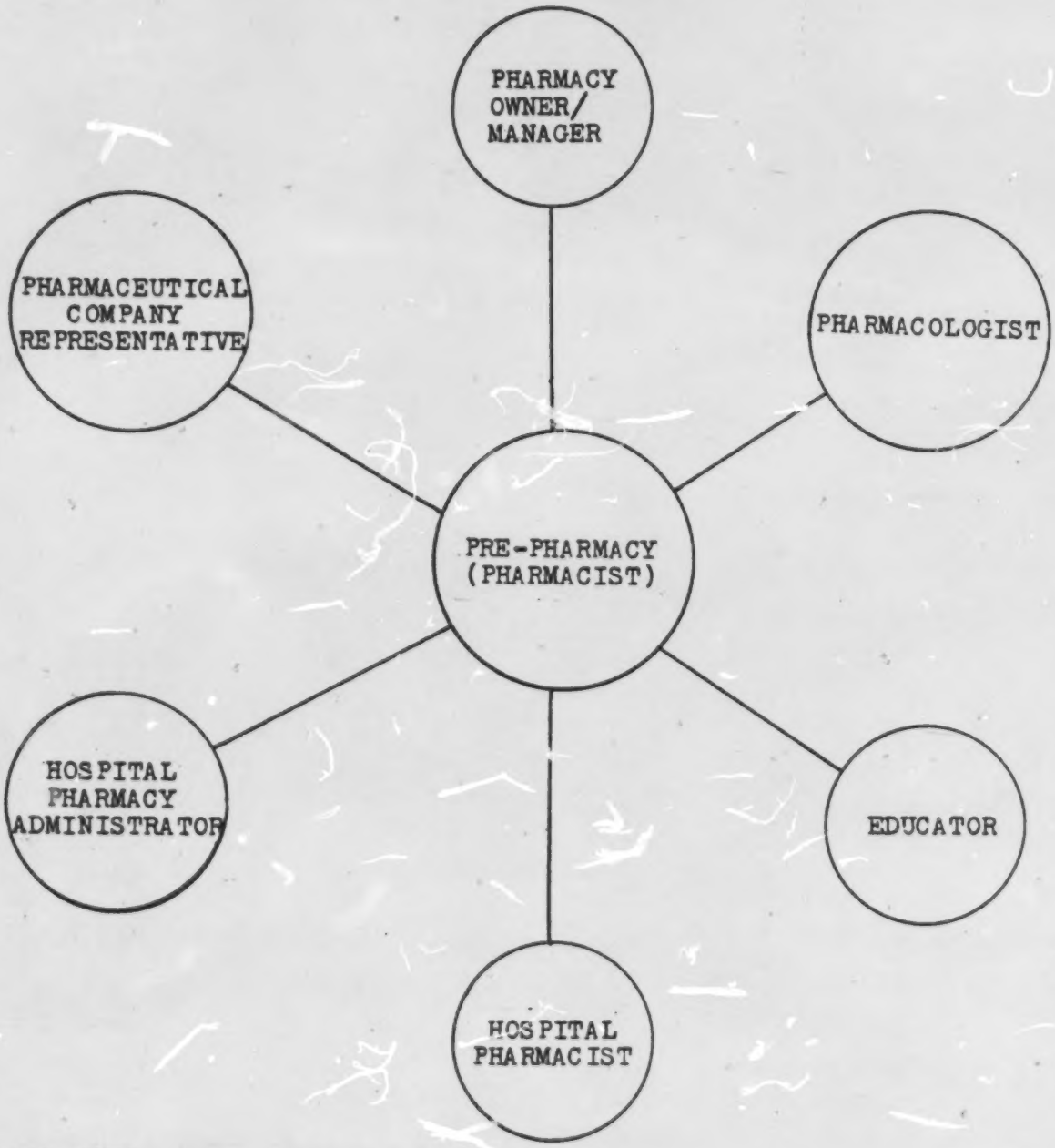
CAREER OPTIONS:

HOSPITAL PHARMACIST	PHARMACIST
HOSPITAL PHARMACIST ADMINISTRATOR	PHARMACOLOGIST
PHARMACEUTICAL SALES REPRESENTATIVE	TEACHER

TRANSFER INFORMATION:

PRE-PHARMACY is a program designed to transfer. Studenst must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection.

The University of Illinois Medical Center provides a program for the PRE-PHARMACY major.



FOR MORE INFO.....
Occupational Outlook Handbook

American Pharmaceutical Association
2215 Constitution Ave. N.W.
Washington, D.C. 20037

University of Illinois
College of Pharmacy
833 So. Wood St.
Chicago, Illinois 60612

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

PRE-VETERINARY MEDICINE

PERTINENT INFORMATION:

Veterinarians usually develop skills in both human and animal psychology, but the signs of animal disease are most often detected thru keen observation and careful examination, frequently with the help of instruments. These techniques help in overcoming the problem of not being able to communicate orally with the patient.

Veterinarians must have excellent powers of observation and be able to develop valid conclusions from their observations and data, an unceasing curiosity, a strong interest in science and a great deal of patience are needed to make a success in this health career.

Love and understanding of animals are basic prerequisites. Physical strength and stamina are important. Like physicians who minister to human patients, veterinarians may be required to work long demanding hours and use much of their free time in study in order to keep abreast of new discoveries and treatment.

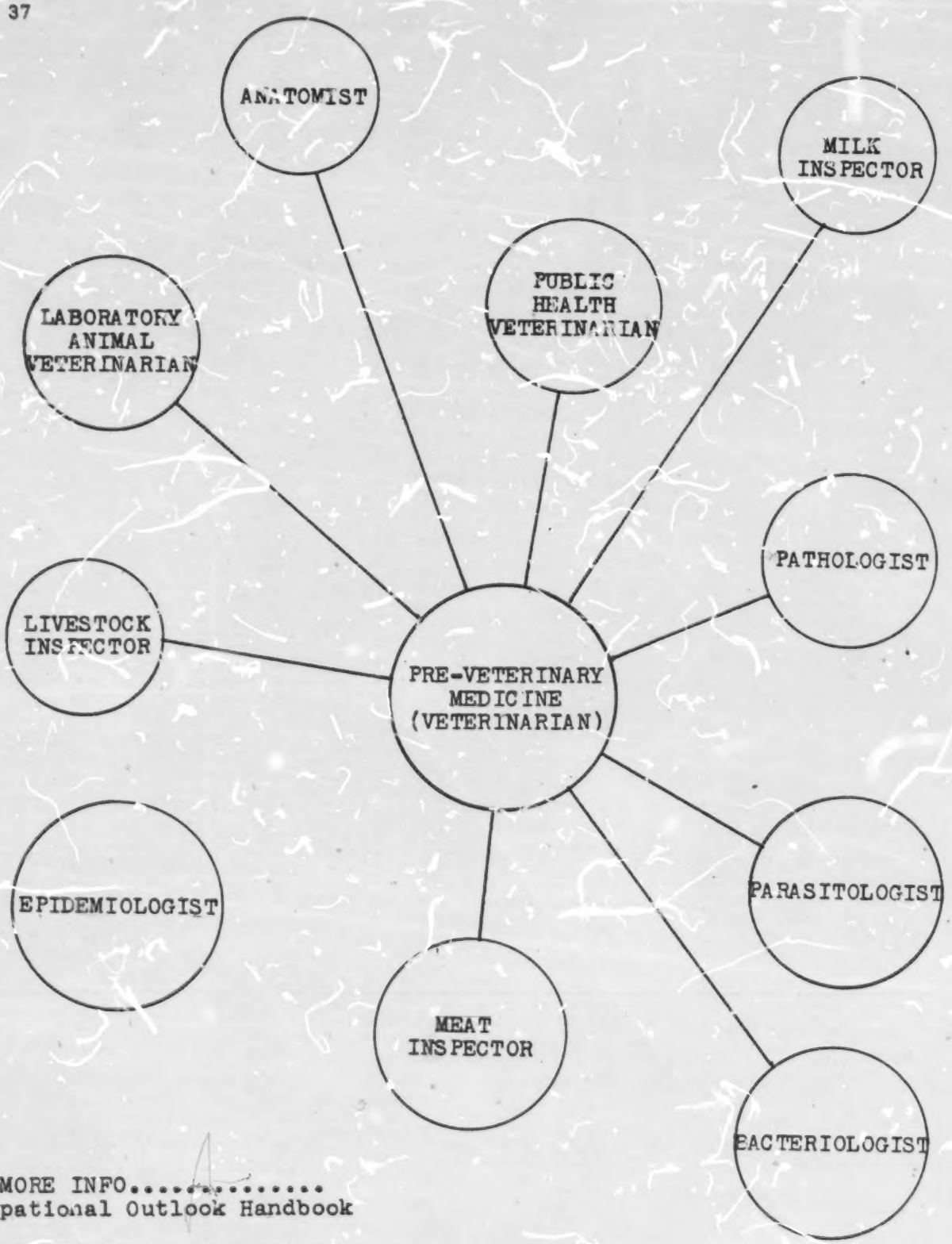
CAREER OPTIONS:

- ANATOMIST VETERINARIAN
- BACTERIOLOGIST VETERINARIAN
- EPIDEMIOLOGIST VETERINARIAN.
- LABORATORY ANIMAL VETERINARIAN
- LIVESTOCK INSPECTOR VETERINARIAN
- MEAT INSPECTOR VETERINARIAN
- MILK INSPECTOR VETERINARIAN
- PARASITOLOGIST VETERINARIAN
- PATHOLOGIST VETERINARIAN
- POULTRY VETERINARIAN
- PUBLIC HEALTH VETERINARIAN
- VETERINARIAN

TRANSFER INFORMATION:

PRE-VETERINARY is a program designed to transfer. Students must complete at least four additional years of study in a professional program in veterinary science. Students in this program should consult with a counselor to plan for appropriate course selection.

The University of Illinois (Urbana) provides a program for the PRE-VETERINARY major.



FOR MORE INFO.....
Occupational Outlook Handbook

American Veterinary Medicine Assn.
930 Meacham Rd.
Schaumberg, Illinois
885-8070

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

SPEECH

PERTINENT INFORMATION:

For those who wish to use their voice and art in its use as a craft for earning their living, there is a wide range of activities to consider. Community college students should select courses consistent with their specific speech major (speech education, theater, interpretation, or speech correction) and the course requirements of the university where they plan to transfer.

In this field workers are required to have a pleasing, natural, and distinctive voice; good speech, a good ear for inflection and accent, breath control, a body able to obey command without stress or tension, the capacity for work, and joy in work.

CAREER OPTIONS:

- ACTOR
- ANNOUNCER
- BROADCASTER
- BROADCAST TECHNICIAN
- CHILDREN'S PROGRAM SPECIALIST
- COMMUNITY SPEECH & HEARING CENTERS WORKERS
- DIRECTOR
- EDUCATIONAL TELEVISION STAFF
- HEARING AIDS SPECIALIST
- NEWSCASTER
- PLAYWRITER
- PRODUCER
- PUBLIC RELATIONS
- PUBLIC RELATIONS WORKER
- SOUND EFFECT TECHNICIAN
- SPEECH THERAPIST
- STAGECRAFT
- TEACHER
- THEATER MANAGEMENT STAFF
- UNDERSTUDIES ARTIST
- VISUAL INFORMATION SPECIALIST

TRANSFER INFORMATION:

SPEECH-THEATRE is a program designed to transfer. Students must complete at least two additional years of study to complete the Bachelor's degree. Students in this program should consult with a counselor to plan for appropriate course selection.

Schools that provide programs for the SPEECH/THEATRE Major are:

<u>Speech Therapy</u>

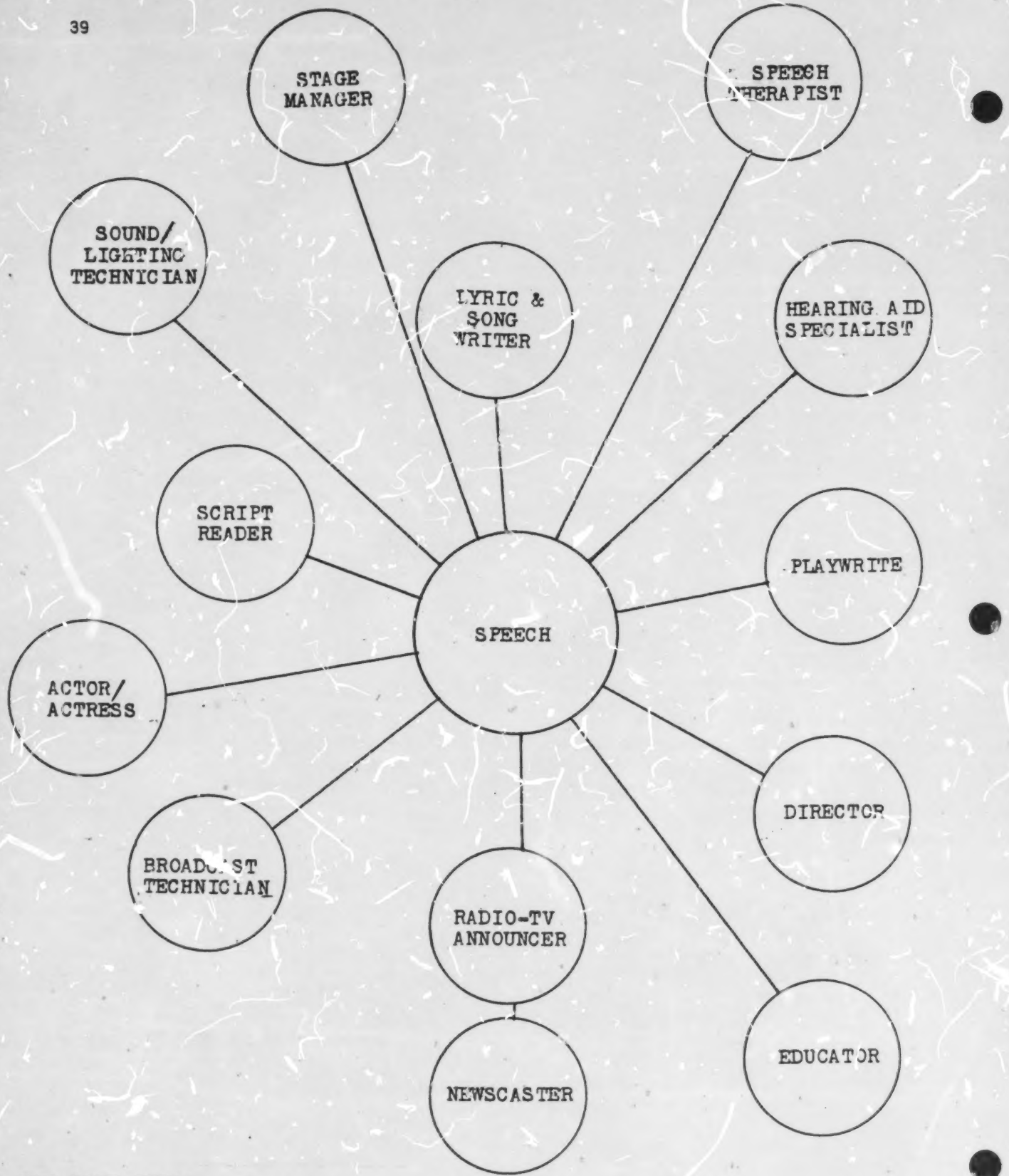
- Augustana College
- Bradley University
- Elmhurst College
- University of Illinois
- Illinois State University
- MacMurray College
- Mundelein College
- Northern Illinois University
- Northwestern University
- Rockford College
- Southern Illinois University
- St. Francis College
- Western Illinois University

<u>Speech & Theater</u>

- Bradley University
- Eastern Illinois University
- University of Illinois
- Illinois State University
- Illinois Wesleyan University
- Northeastern Illinois University
- Northern Illinois University
- Southern Illinois University

<u>Speech Pathology</u>

- University of Illinois
- Illinois State University
- Northwestern University
- Southern Illinois University
- St. Francis College



FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

CAREER

PROGRAMS

ACCOUNTING

PERTINENT INFORMATION:

(Special requirements, cultural and sociological data): Mathematical ability. Main interest, ambition, and values directed towards economic and business accomplishment. Ability to appraise situations, to see alternative courses of action and anticipate their consequences, and willingness to choose among alternatives. Skill in presenting data in the form of charts, graphs, and tabular arrangement. Ability to grasp a mass of details, see relationships among them, and apply logic to their analysis. Businesslike appearance, personable manner, and ability to use English effectively to communicate orally or in writing.

CAREER OPTIONS:

- INSURANCE ACCOUNTING
- ACCOUNTANT I
- CAREER TRAINEE
- REVENUE COLLECTION OFFICER
- GRANTS AND CONTRACT OFFICER
- STAFF ACCOUNTANT
- PLANT ACCOUNTANT
- RETAIL CONTROLLER TRAINEE
- JUNIOR SYSTEMS ANALYST
- FINANCIAL MANAGEMENT TRAINEE
- BUDGET ACCOUNTANT
- JUNIOR ACCOUNTANT

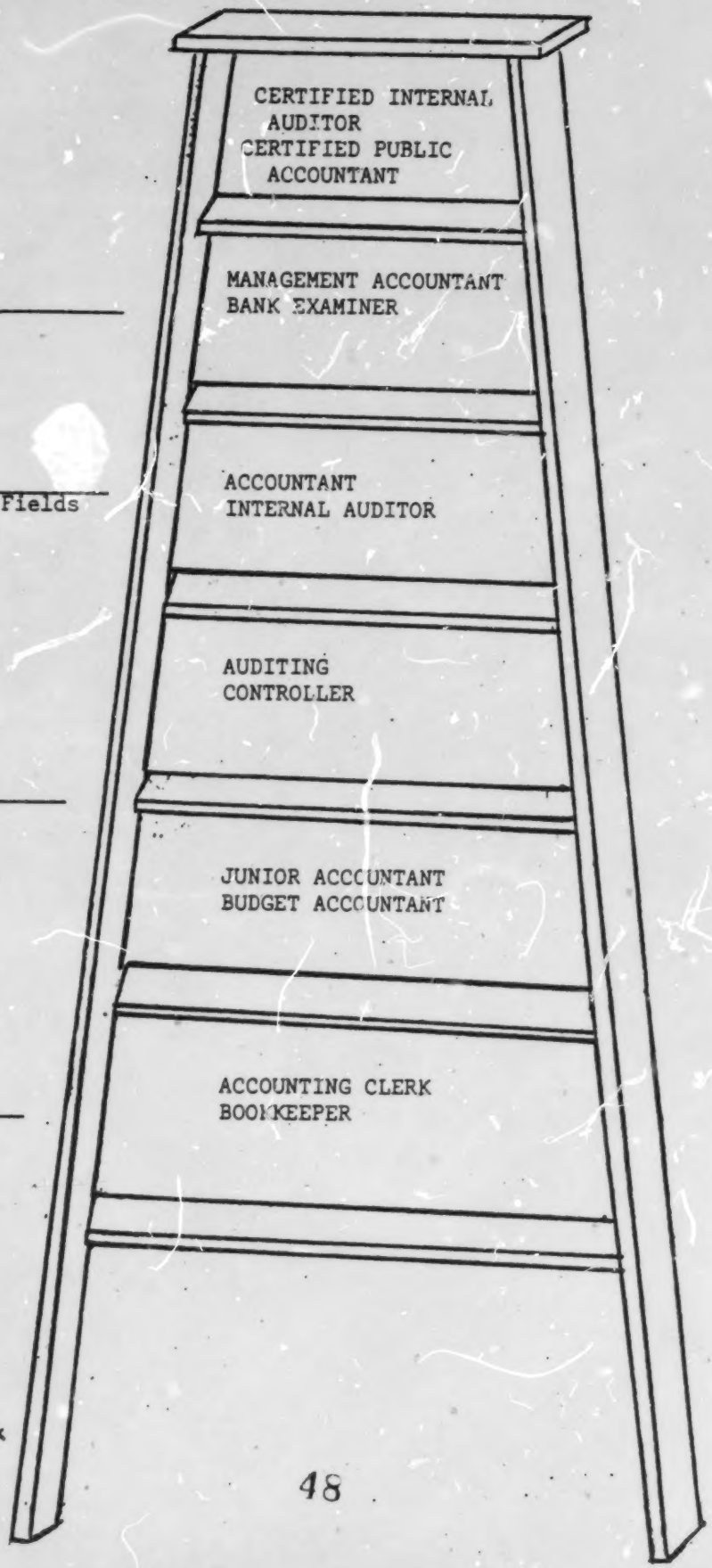
TRANSFER INFORMATION:

While ACCOUNTING is primarily an occupational program rather than a transfer program, some students decide to transfer to complete a Bachelor's degree. Students who decide to transfer after completing two or three courses should consult with a counselor.

Schools that will accept BUSINESS and ACCOUNTING courses in transfer are:

- DePaul University
- Eastern Illinois University
- Elmhurst College
- Governor's State University
- Illinois State University
- Lewis University
- Loyola University
- Milton College-Wisconsin
- North Central College
- Northeastern Illinois University
- Northern Illinois University
- Roosevelt University
- Rosary College
- St. Xavier College
- Sangamon State University
- Southern Illinois University
- University of Illinois - Chicago
- University of Illinois - Urbana
- Western Illinois University

ACCOUNTING



M.S. Degree

B.S. Degree
Leads to More Specific Fields

A.A.S. Degree

ACCOUNTING COURSES

FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

AUTOMOTIVE TECHNOLOGY

PERTINENT INFORMATION:

Anyone whose car has broken down knows how important the automobile mechanic's job is. The ability to make a quick and accurate diagnosis is one of the mechanic's most valuable skills. It requires good reasoning ability as well as a thorough knowledge of automobiles. In fact, many mechanics consider diagnosing "hard to find" troubles one of their most challenging and satisfying duties.

When mechanical or electrical troubles occur, mechanics first get a description of the symptoms from the owner or, if they work in a dealership, the service advisor who wrote the repair order. If the cause of the trouble is hard to find, the mechanic may test drive the car or use testing equipment, such as motor analyzers, spark plug testers, or compression gauges, to locate the problem. Once the cause of the problem is found, mechanics make adjustments or repairs. If a part cannot be fixed, they replace it.

CAREER OPTIONS:

- APPRENTICE MECHANIC
- FUEL SYSTEMS MECHANIC
- ASSISTANT SERVICE MANAGER
- AUTOMOBILE MECHANIC
- BRAKE ADJUSTER
- RUST PROOF TECHNICIAN
- RADIATOR MECHANIC
- SERVICE ADVISER
- CLUTCH REBUILDER
- SERVICE WRITER
- BRAKE DRUM LATHE OPERATOR
- TRUCK COMPONENT TECHNICIAN
- TUNE-UP MECHANIC
- FUEL SYSTEMS MECHANIC
- TRANSMISSION MECHANIC
- AUTOMOBILE REPAIR SERVICE ESTIMATOR
- AUTOMOBILE TESTER
- CONSTRUCTION EQUIPMENT MECHANIC
- AIR-CONDITIONING MECHANIC
- EXHAUST EMISSIONS TECHNICIAN
- BUS INSPECTOR
- CARBURETOR MECHANIC
- FRONT-END MECHANIC
- LOGGING EQUIPMENT MECHANIC
- TRACTOR MECHANIC
- SQUEAK-RATTLE AND LEAK REPAIRER
- MAINTENANCE MECHANIC

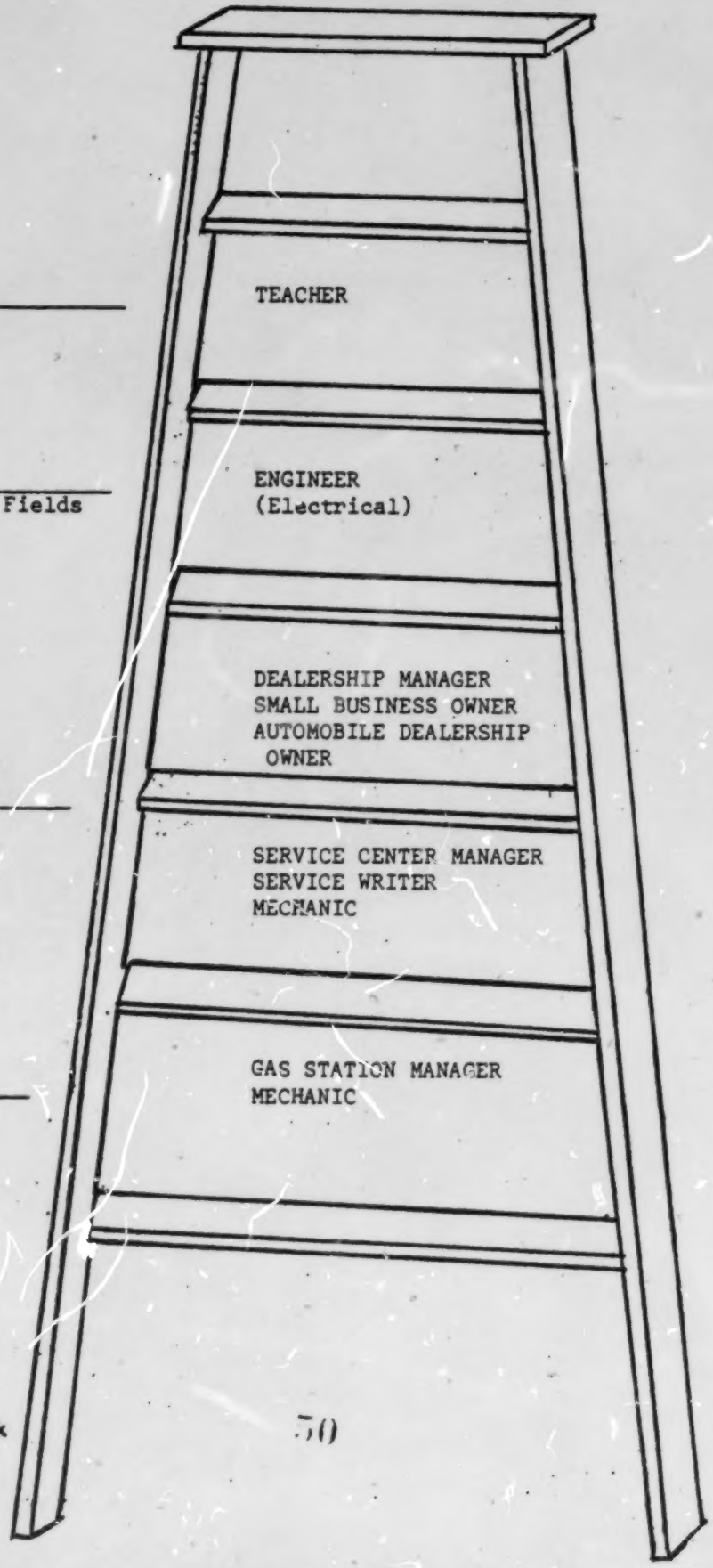
TRANSFER INFORMATION:

While AUTOMOTIVE TECHNOLOGY is primarily an occupational program rather than a transfer program, some students decide to transfer to complete a Bachelor's degree. Students who decide to transfer after completing two or three courses should consult with a counselor.

Schools that will accept AUTOMOTIVE TECHNOLOGY courses in transfer are:

Northern Illinois University
Western Illinois University
Chicago State University
Southern Illinois University - THROUGH THE SCHOOL OF TECHNICAL CAREERS

AUTOMOTIVE TECHNOLOGY



FOR MORE INFO.....
Occupational Outlook Handbook

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BUSINESS MANAGEMENT

PERTINENT INFORMATION:

People in business relations pursuits tend to share a value system which is geared to economic purpose and the competition of the market place. The main interest and ambition is directed towards economic and business accomplishment. They share a life style which requires a businesslike appearance, personable manner, and effective use of English to communicate clearly, orally or in writing. They take pride in their role which they see as generating the elan vital that keeps the economy lively and society stable.

People in business relations range from the fiercely individualistic entrepreneur to the team personality who has become known as the "organization man." The occupations occupy a continuum from the fixed and structured, exemplified by the discipline of accounting, to the shifting and unstructured, typified by public relations which can accomodate backgrounds as diverse as sports, religion, medicine, and agriculture, as well as the creative generalist.

CAREER OPTIONS:

ACCOUNTANT	DISPATCHER	PURCHASING AGENT
ACCOUNTING CLERK	FACTORY REPRESENTATIVE	QUALITY AUDITOR
ACCOUNTS RECEIVABLE CLERK	FIELD CONSTRUCTION CLERK	RESIDENT MANAGER
ADJUSTOR	FOOD SERVICE MANAGER	SALESMAN
ASSISTANT MANAGER	INDUSTRIAL RELATIONS ASSISTANT	SALES MANAGER
ASSISTANT PURCHASER	INSURANCE INVESTIGATOR	SAVINGS COUNSELOR
BOOKKEEPER	JOB ESTIMATOR	SERVICE ADVISOR
CONSUMER LOAN SERVICER	PRODUCTION CONTROL MANAGER	SENIOR CREDIT REPRESENTATIVE
COST ESTIMATOR	PRODUCTION FOREMAN	STAFF UADITOR
CUSTOMER SERVICE REPRESENTATIVE	PROGRAMMING PROJECT LEADER	STATISTICAL ANALYST

TRANSFER INFORMATION:

While BUSINESS MANAGEMENT is primarily an occupational program rather than a transfer program, some students decide to transfer to complete a Bachelor's degree. Students who decide to transfer after completing two or three courses should consult with a counselor.

Schools that will accept BUSINESS courses in transfer are:

DePaul University	Northern Illinois University
Eastern Illinois University	Roosevelt University
Elmhurst College	Rosary College
Governor's State University	St. Xavier College
Illinois State University	Sangamon State University
Lewis University	Southern Illinois University
Loyola University	University of Illinois - Chicago
Milton College-Wisconsin	University of Illinois - Urbana
North Central College	Western Illinois University
Northeastern Illinois University	

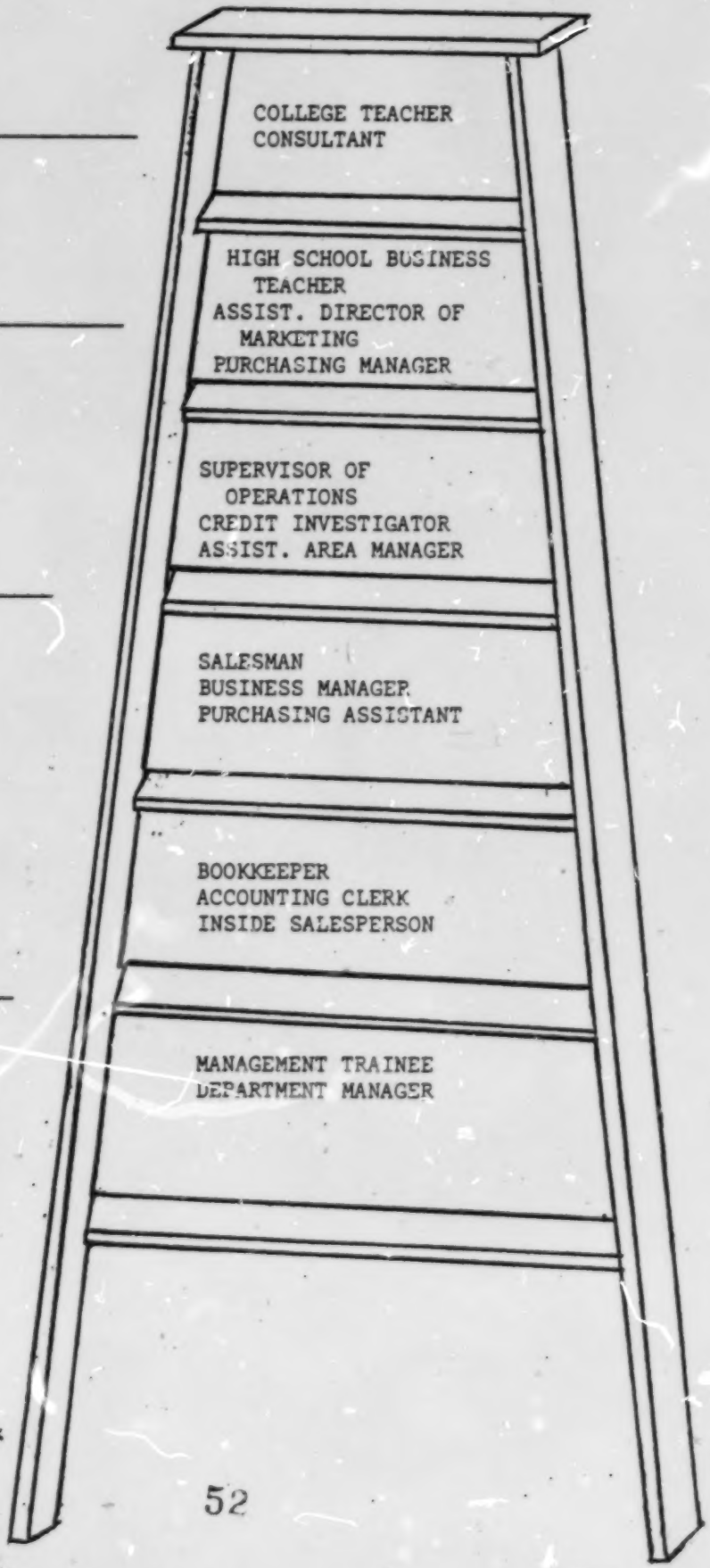
BUSINESS MANAGEMENT

PH.D. Degree

M.A., M.B.A. Degree
M.S.

B.A. Degree
B.S.

A.A.S. Degree



FOR MORE INFO.....
Occupational Outlook Handbook

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DATA PROCESSING

PERTINENT INFORMATION:

Computer systems have become an increasingly important part of everyday life. Workers in computer & related occupations design systems for processing information, write instructions & translate them into machine-readable language, & operate computers & peripheral equipment. In addition to technical knowledge & skills, personnel should enjoy working with details, must be able to think logically, & should enjoy solving problems. Careers in computer occupations include keypunch operators, data typists, console operators, converter operators, tape librarians, programmers, applications programmers, systems programmers, and system analysts.

CAREER OPTIONS:

- ACCOUNTING CONTROL CLERK
- ASSEMBLER
- COMPUTER OPERATOR
- DATA BASE PROGRAMMER
- DATA PROCESSING CONTROL CLERK
- KEYPUNCH OPERATOR
- MAGNETIC TAPE LIBRARIAN
- OFF-LINE OPERATOR
- PRODUCTION SCHEDULER PLANNER
- PROGRAMMER
- PROGRAMMER/ANALYST
- COMPUTER TECHNICIAN
- PROGRAMMER OPERATOR
- SOFTWARE SPECIALIST
- SORTER OPERATOR
- SYSTEMS PROGRAMMER
- TECHNICAL ASSISTANT
- UNIT RECORD OPERATOR
- RESEARCHER
- TEACHER
- ECONOMICS ANALYSIST
- CARTOGRAPHER
- BANKING TRAINEE

TRANSFER INFORMATION:

While DATA PROCESSING is primarily an occupational program rather than a transfer program some students decide to transfer to complete a Bachelor's degree. Students who decide to transfer after completing two or three courses should consult with a counselor.

Schools that will accept DATA PROCESSING courses in transfer are:

- Ferris State University, Michigan
- Illinois State University
- Milwaukee School of Engineering
- Northeastern Illinois University
- St. Joseph College, Rensselaer, Indiana
- Southern Illinois University
- Western Illinois University

DATA PROCESSING

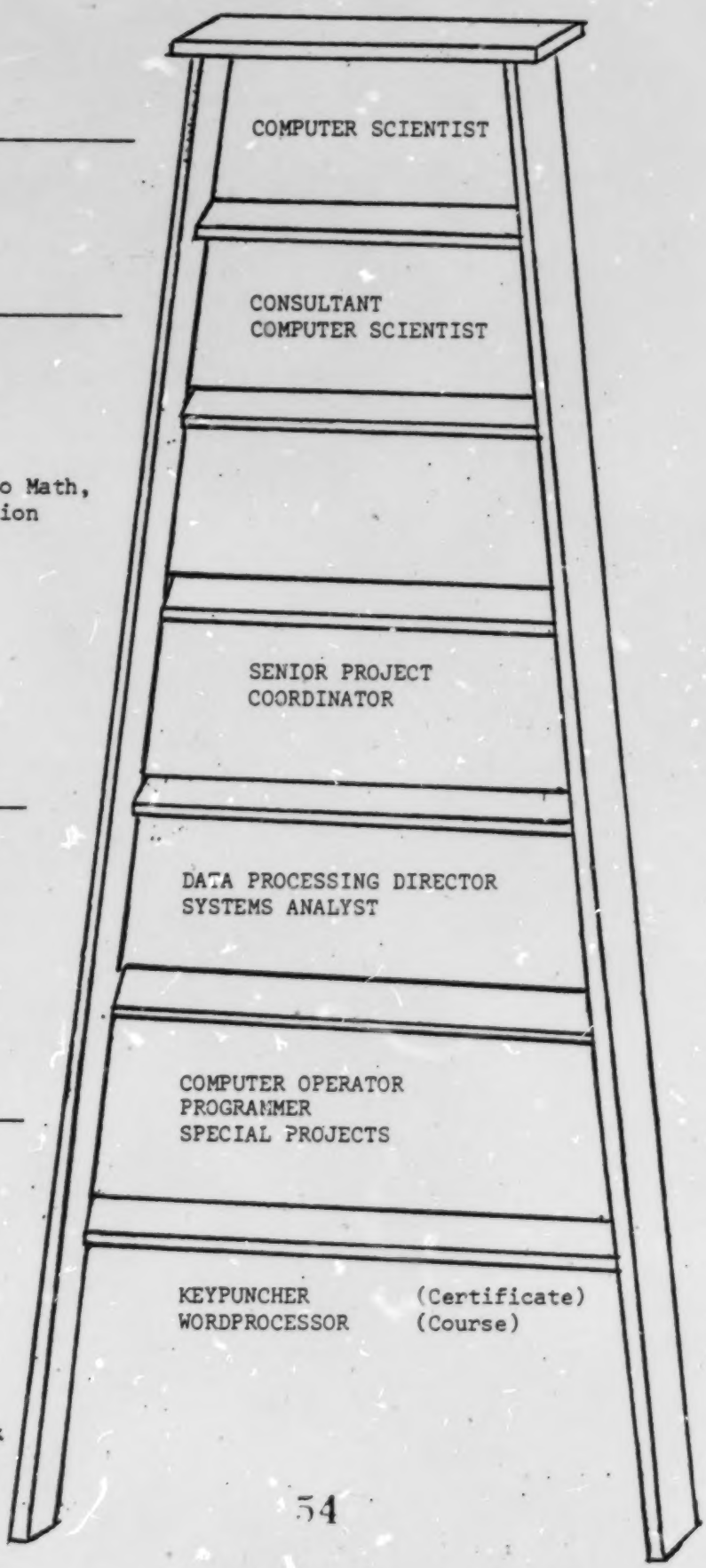
PH.D. Degree

M.A. Degree
M.S.

Usually Changes Major to Math,
or Business Administration

B.A. Degree
B.S.

A.A.S. Degree



FOR MORE INFO.....
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DENTAL ASSISTANT

PERTINENT INFORMATION:

Working with both patient and dentist, the dental assistant has a variety of responsibilities in the dentist's office. The duties of a dental assistant include both secretarial and technical tasks.

The dental assistant is responsible for maintaining accurate billing and appointment records for the dentists as well as keeping medical files up-to-date. In addition, patients are greeted and prepared for treatment by the dental assistant. This might include having X-rays taken by the dental assistant before the patient is seen by the dentist. In some states the dental assistant is legally permitted to place dental film in the mouth and expose X-rays as well as develop them and mount them properly for viewing.

In the laboratory the dental assistant may assist the dentist in making molds of teeth and pouring casts of inlays and crowns. In some cases the role of the dental assistant is expanding into other work settings such as the hospital operating room, the out-patient clinic, and in the treatment of handicapped patients.

In the dentist's office, however, the primary function of the dental assistant is to aid the dentist chairside, passing him instruments and materials while mixing fillings and preparing materials for him. The sterilization and proper arrangement of the instruments constitutes a major responsibility of the dental assistant.

Because of the close contact between the dental assistant and patients, a warm, friendly personality is needed for this type of work. Secretarial and bookkeeping skills are also an asset. Students interested in becoming dental assistants ought to be able to master tasks requiring skillfull use of the hands and fingers. In addition, good physical and dental health as well as personal cleanliness are necessary.

CAREER OPTIONS:

CHAIRSIDE ASSISTANT
CLINICAL ASSISTANT
DENTAL TECHNICIAN-ORAL SURGERY
DENTAL ASSISTANT
OFFICE MANAGER/RECEPTIONIST

FOR MORE INFO.....
Occupational Outlook Handbook

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DRAFTING TECHNOLOGY

PERTINENT INFORMATION:

Ability to translate ideas and sketches made by engineers, architects, and designers into scaled patterns and plans. Understand and interpret intricate engineering drawings. Limited knowledge of engineering practices, building materials, circuits, etc. Spatial ability - visualize objects and forms in preparing plans and drawings. Ability to perceive shapes and figures in making sketches of pictorial representations. Know principles of isometric and perspective drawing and how to transfer engineering data from one scale to another. Principles of lettering. Principles of composition. Use of drafting instruments such as compasses, dividers, scales, and protractors.

CAREER OPTIONS:

- APPLICATION ENGINEERING ASSISTANT
- DESIGNER
- DRAFTSMAN
- SENIOR DRAFTSMAN
- AERONAUTICAL DRAFTSMAN
- STRUCTURAL DRAFTSMAN
- DETAILER
- CHECKER
- MECHANICAL DRAFTSMAN
- ELECTRICAL DRAFTSMAN
- ELECTRONIC DRAFTSMAN
- ARCHITECTURAL DRAFTSMAN

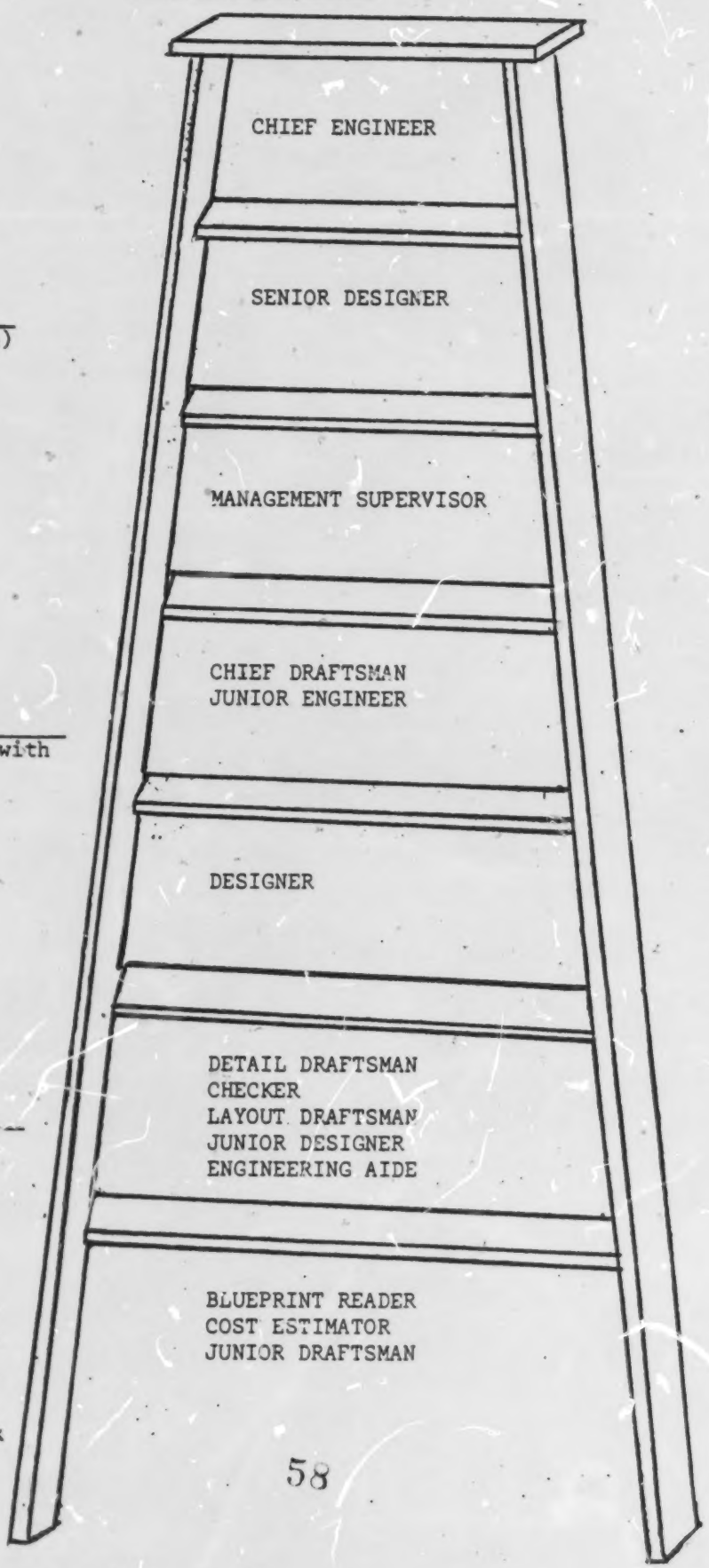
TRANSFER INFORMATION:

While DRAFTING is primarily an occupational program rather than a transfer program, some students decide to transfer to complete a Bachelor's degree. Students who decide to transfer after completing two or three courses should consult with a counselor.

Schools that will accept DRAFTING courses in transfer are:

Chicago State University
Northern Illinois University
Western Illinois University

DRAFTING TECHNOLOGY



M.S. Degree
(or 10 years experience)

B.S. Degree
Equal to A.A.S. Degree with
3 years experience

A.A.S. Degree

Certificate

FOR MORE INFO.....
Occupational Outlook Handbook

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ELECTRONIC TECHNOLOGY

PERTINENT INFORMATION:

Technicians in this field develop, manufacture, & service electronic equipment & systems. The types of equipment range from radio, radar, sonar, and television to industrial & medical measuring or control devices, navigational equipment, & electronic computers. Because the field is so broad, technicians often specialize in one area such as automatic control devices or electronic amplifiers. Technological advancement is constantly opening up new areas of work.

CAREER OPTIONS:

ANALYST
CIRCUIT DESIGNER
CIRCUIT ENGINEER
COMMUNICATION TECHNOLOGIST
COMPUTER OPERATOR
DESIGN ASSOCIATE
ELECTRICIAN
ELECTRONIC PANEL BUILDER
ELECTRONICS ANALYZER
ELECTRONICS TECHNOLOGIST
ENGINEERING ASSOCIATE
ENGINEERING TECHNICAL MAINTENANCE
EXPERIMENTAL ENGINEER
FIELD ENGINEER
JR. ELECTRONICS TECHNICIAN
LABORATORY TECHNICIAN
PRODUCT ENGINEER
PROGRAMMING TECHNOLOGIST
QUALITY ASSURANCE TECHNICIAN
RAIL VEHICLE REPAIRMAN
SOFTWARE ENGINEER
TECHNICAL ASSOCIATE
TECHNICAL REPRESENTATIVE
TIMER REPAIRMAN

TRANSFER INFORMATION:

While ELECTRONIC TECHNOLOGY is primarily an occupational program, some students decide to transfer to complete a Bachelor's degree. Students who decide to transfer after completing two or three courses should consult with a counselor.

Schools that will accept ELECTRONIC TECHNOLOGY courses in transfer are:

Chicago State University
Marquette University
Milwaukee School of Engineering
Northern Illinois University
Southern Illinois University
Western Illinois University

ELECTRONIC TECHNOLOGY

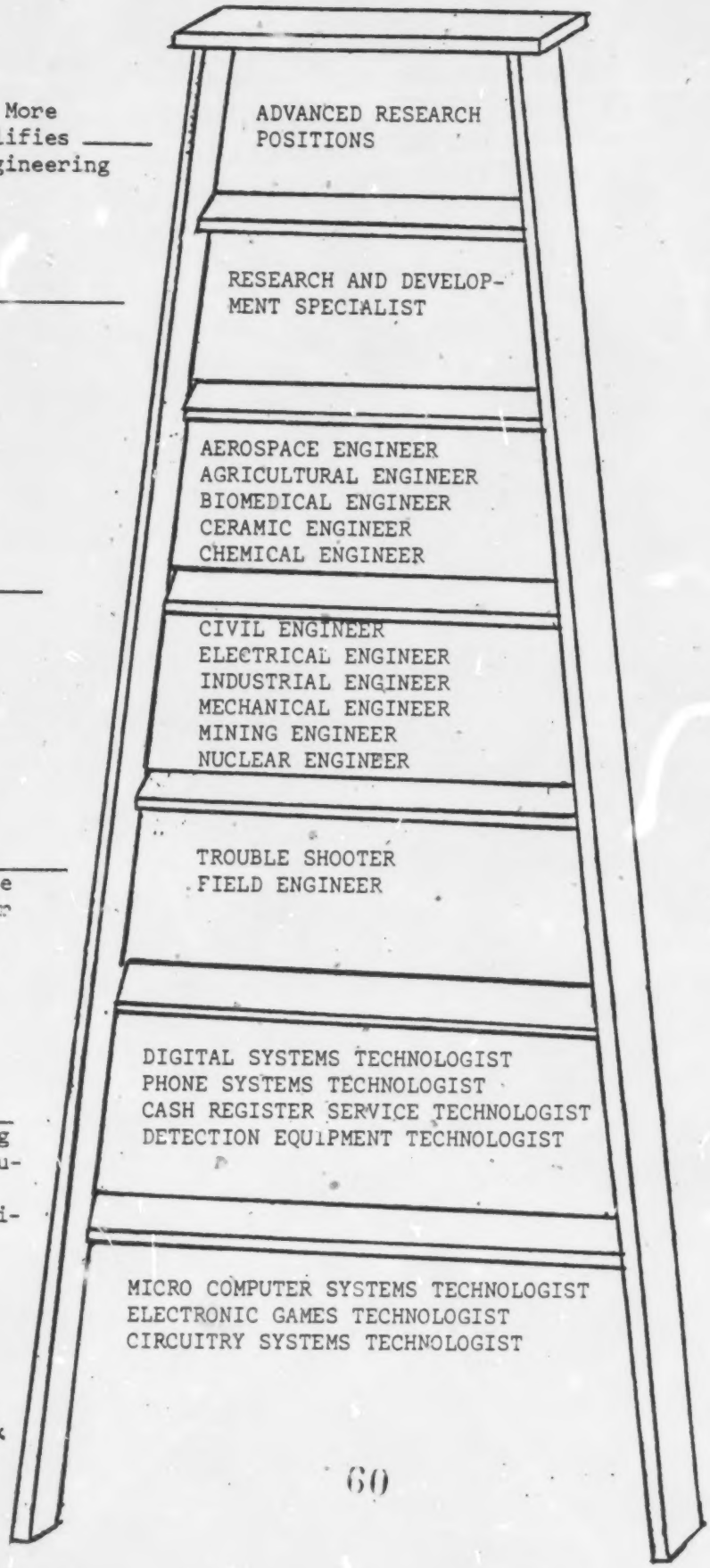
PH.D. Degree, or 10 or More Years Experience - Qualifies As Certified Senior Engineering Technician

M.S. Degree

Areas of Engineering

B.S. Degree
3-5 Years of Appropriate Experience Qualifies For Certified Engineering Technician

A.A.S. Degree
Minimum 2 Years Training At an Accredited Institution To Qualify As a Certified Associate Engineering Technician



FOR MORE INFO.....
Occupational Outlook Handbook

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PERTINENT INFORMATION:

Banks have been described as "department stores of finance" because they offer a variety of services ranging from individual checking accounts to letters of credit for financing world trade. Banks safeguard money and valuables; administer trusts and personal estates; and lend money to business, education, religious and other organizations. They lend money to individuals to purchase homes, automobiles, and household items, and to cover unexpected financial needs. Banks continually adapt their services to meet their customers' needs. In recent years, for example, they have offered revolving credit plans, charge cards, accounting and billing services, and money management counseling.

Nearly every individual and organization uses services that the finance, insurance, and real estate industry provides. Financial institutions -- banks, savings and loan companies, consumer credit organizations, and others -- offer services ranging from checking and savings accounts to the handling of stock and bond transactions. Insurance companies provide protection against losses caused by fire, accident, sickness, and death. Real estate firms serve as agents in the sale or rental of buildings and property, and often manage large offices and apartments.

CAREER OPTIONS:

- CONTROLLER
- CUSTOMS-HOUSE BROKER
- DEPUTY INSURANCE COMMISSIONER
- BROKER
- RENTAL MANAGER
- RISK & INSURANCE MANAGER
- TREASURER
- TRUST OFFICER
- ESTATE PLANNER
- FOREIGN-EXCHANGE TRADER
- INSURANCE OFFICER
- RESERVE OFFICER
- OPERATIONS OFFICER
- SECURITIES TRADER
- LOAN COUNSELOR
- BONDING AGENT
- SAFETY DEPOSIT SUPERVISOR
- BUDGET ACCOUNTANT
- FINANCE OFFICER
- LOAN ADMINISTRATOR
- MORTGAGE SPECIALIST
- PENSION CONSULTANT

TRANSFER INFORMATION:

While FINANCE AND CREDIT is primarily an occupational program rather than a transfer program, some students decide to transfer to complete a Bachelor's degree. Students who decide to transfer after completing two or three courses should consult with a counselor.

Schools that will accept BUSINESS/FINANCE courses in transfer are:

- De Paul University
- Eastern Illinois University
- Elmhurst College
- Governor's State University
- Illinois State University
- Lewis University
- Loyola University
- Milton College
- North Central College
- Northeastern Illinois University
- Northern Illinois University
- Roosevelt University
- Rosary College
- St. Xavier College
- Sangamon State University
- Southern Illinois University
- University of Illinois -- Chicago
- University of Illinois -- Urbana
- Western Illinois University

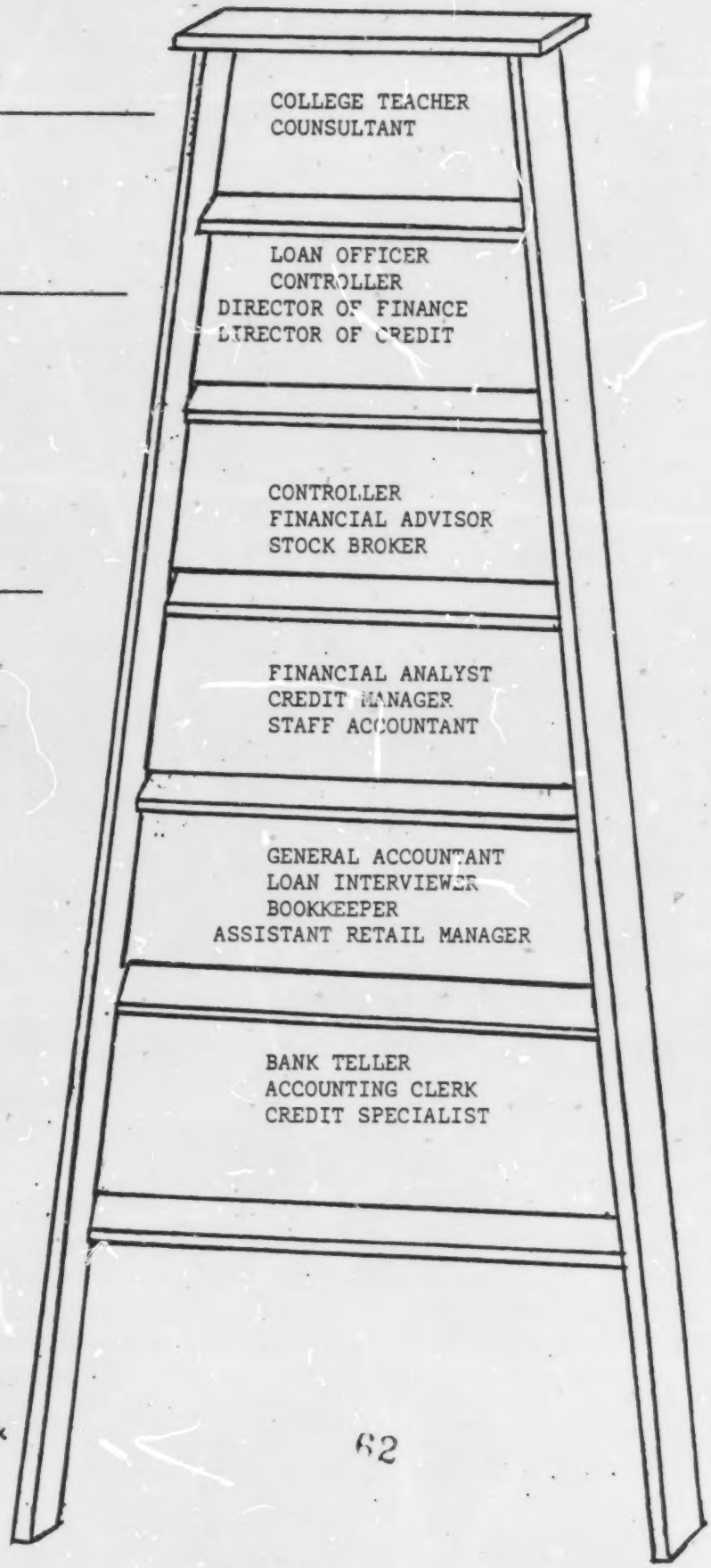
FINANCE & CREDIT

PH.D. Degree

M.A., M.B.A. Degree
M.S.

B.A. Degree
B.S.

A.A.S. Degree



FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
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HEATING-VENTILATION-AIR CONDITIONING

PERTINENT INFORMATION:

Heating and air-conditioning equipment makes buildings comfortable for work, study, or play. Refrigeration equipment makes it possible to safely store food, drugs, and other items. The types of equipment that provide these conveniences are complex. Air-conditioning, refrigeration, and heating mechanics are the skilled workers who install, maintain, and repair them. These workers usually specialize in one area but often have the ability to work in several.

Knowledge of science, mathematics, industrial machinery, and technical processes enables engineering and science technicians to work in all phases of business and government, from research and design to manufacturing, sales, and customer service. Although their jobs are more limited in scope and more practically oriented than those of engineers or scientists, technicians often apply the theoretical knowledge developed by engineers and scientists to actual situations. Technicians frequently use complex electronic and mechanical instruments, experimental laboratory equipment, and drafting instruments.

CAREER OPTIONS:

- ASSOCIATE MECHANICAL ENGINEER
- HVAC SERVICE REPAIRMAN
- INSPECTOR-REFRIGERATION
- AIR-CONDITIONING MECHANIC
- REFRIGERATION MECHANIC
- FURNACE INSTALLER
- OIL BURNER MECHANIC
- GAS BURNER MECHANIC

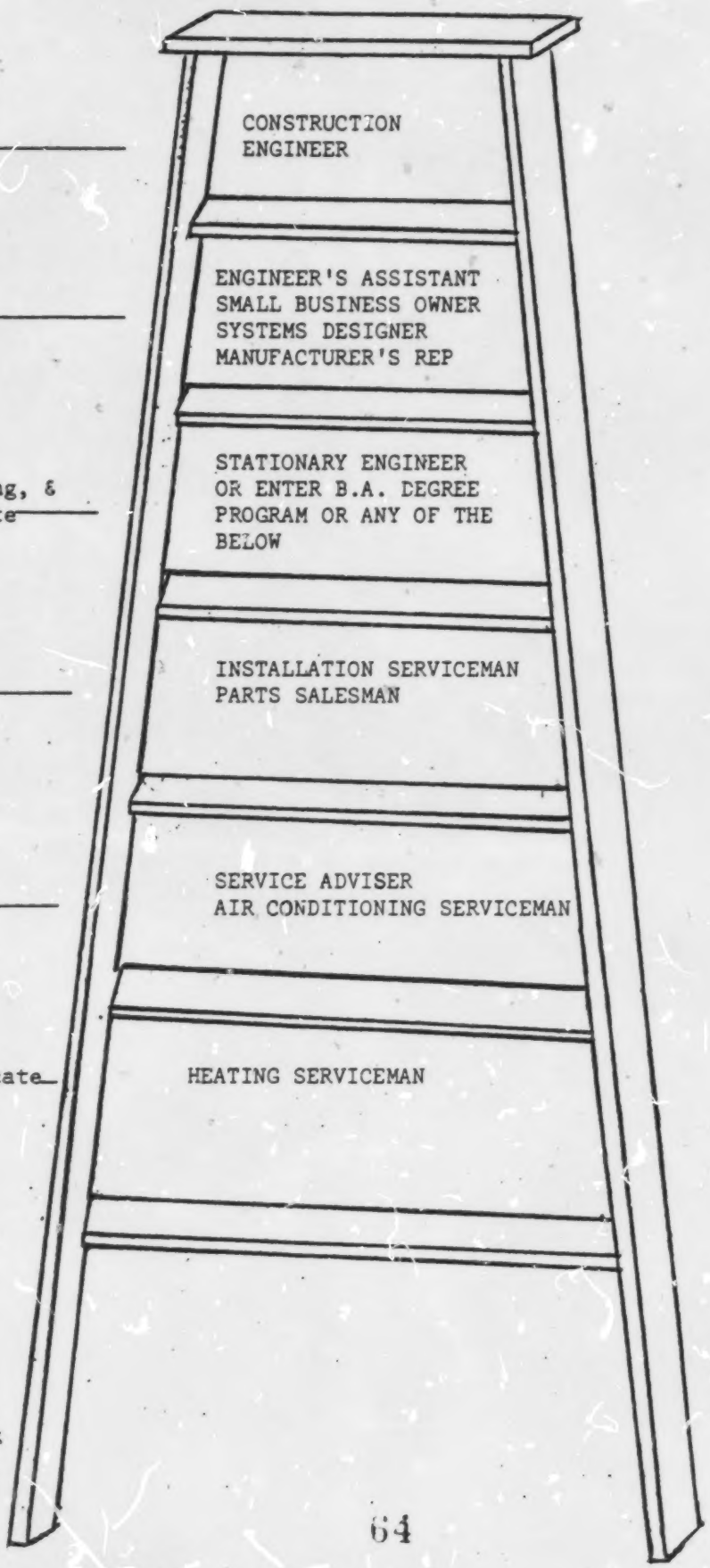
TRANSFER INFORMATION:

While HEATING, VENTILATION, AIR CONDITIONING is primarily an occupational program rather than a transfer program, some students who decide to transfer after completing two or three courses should consult with a counselor.

Schools that will accept HEATING, VENTILATION, AIR CONDITIONING courses in transfer are:

- Chicago State University
- Southern Illinois University - through the School of Technical Careers

HEATING, VENTILATION & AIR CONDITIONING



FOR MORE INFO.....
Occupational Outlook Handbook

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KEYPUNCHING

PERTINENT INOFRMATION:

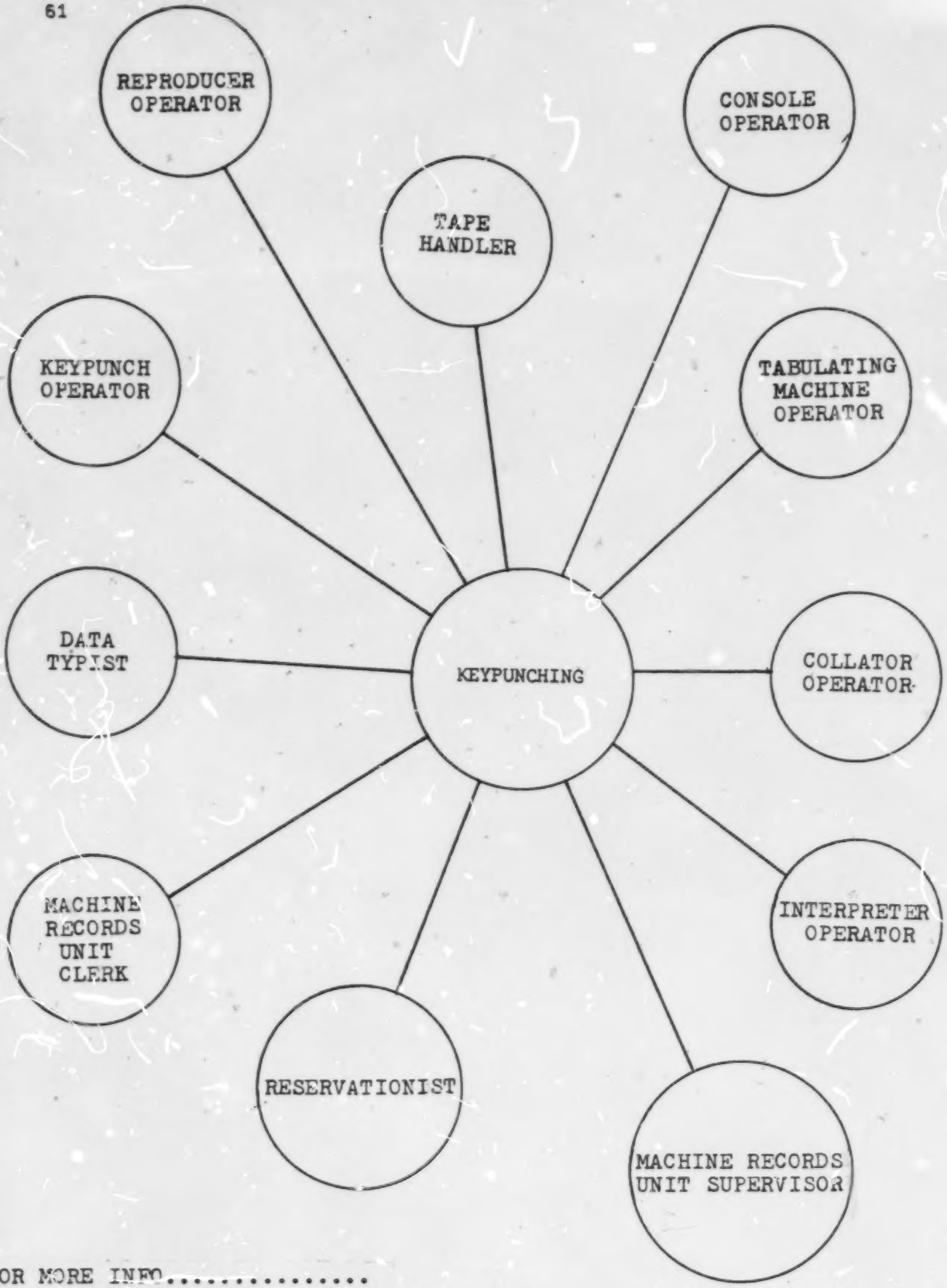
Computer systems have become an increasingly important part of everyday life. And all data systems require specialized workers to enter data & instructions, operate the computer & retrieve the results.

Keypunch operators prepare input by punching patterns of holes in cards to represent different letters, numbers, & special characters, using a machine similar to a typewriter.

Keypunch operators should be able to work under close supervision as part of a team. They must work quickly & accurately, and they also must like working with machines & not become easily bored by repetitious tasks.

CAREER OPTIONS:

- KEYPUNCH OPERATOR
- DATA TYPIST
- CONSOLE OPERATOR
- COLLATOR OPERATOR
- INTERPRETER OPERATOR
- RESERVATIONIST
- MACHINE RECORDS UNIT SUPERVISOR
- TAPE HANDLER
- REPRODUCER OPERATOR
- TABULATING MACHINE OPERATOR
- MACHINE RECORDS UNIT CLERK



FOR MORE INFO.....
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PERTINENT INFORMATION:

Careers in LAW ENFORCEMENT and related service occupations require varied combinations of education and experience. Personnel such as FBI special agents and some Federal Government investigators must have at least a Bachelor's degree, while private security officers may have less than a high school diploma. Most occupations in LAW ENFORCEMENT, however, require a high school diploma. In many municipal and county police agencies today, it is required that an applicant have from one to two years of college education merely to participate in the testing procedures for employment. In many cases, a college degree is an asset for advancement to supervisory positions.

Personal qualifications such as honesty, emotional control, aggressiveness and an understanding of human nature are important. Persons seeking careers in LAW ENFORCEMENT and related service occupations should sincerely desire to serve the community and be able to exercise proper judgement under a variety of conditions.

CAREER OPTIONS:

LAW ENFORCEMENT is part of what is commonly known as the criminal justice system. In addition to LAW ENFORCEMENT, the criminal justice system is basically comprised of the courts, which hear cases according to the proscribed judicial procedures and processes, and corrections, which incarcerate and offer treatment and rehabilitative services.

Allowing for variations in different states and communities, the following are some types of positions found in each of these areas:

ENFORCEMENT	COURTS	CORRECTIONS
PATROL OFFICER	PROSECUTING ATTORNEY	PROBATION OFFICER
INVESTIGATOR	DEFENSE ATTORNEY	PAROLE OFFICER
TRAFFIC OFFICER	JUDGE	JAIL AND PRISON
YOUTH OFFICER	COURT ADMINISTRATOR	CUSTODIAL OFFICER
SHERIFF	BAILIFF	COUNSELOR
ADMINISTRATOR	COURT CLERK	CASE WORKER
HIGHWAY PATROL OFFICER	COURT REPORTER	ADMINISTRATOR
GAME WARDEN		RECREATION SPECIALIST
TRAINING INSTRUCTOR		PSYCHOLOGIST
CRIME LAB TECHNICIAN		PSYCHIATRIST
DISPATCHER		VOCATIONAL AND ACADEMIC TEACHER
COMMUNITY RELATIONS OFFICER		
SECURITY OFFICER		
AUXILIARY POLICE OFFICER		

TRANSFER INFORMATION:

While LAW ENFORCEMENT is primarily an occupational program rather than a transfer program, some students decide to transfer to complete a Bachelor's degree. Students who decide to transfer after completing two or three courses should consult with a counselor.

Schools that will accept LAW ENFORCEMENT courses in transfer are:

Aurora College
Bradley University
Chicago State University
Illinois State University
Lewis University
Loyola University
Marquette University
Northeastern Illinois University
Southern Illinois University
McKendree College
University of Wisconsin, Platteville
University of Illinois, Chicago Circle
Western Illinois University
St. Xavier College
Northeast Missouri State University

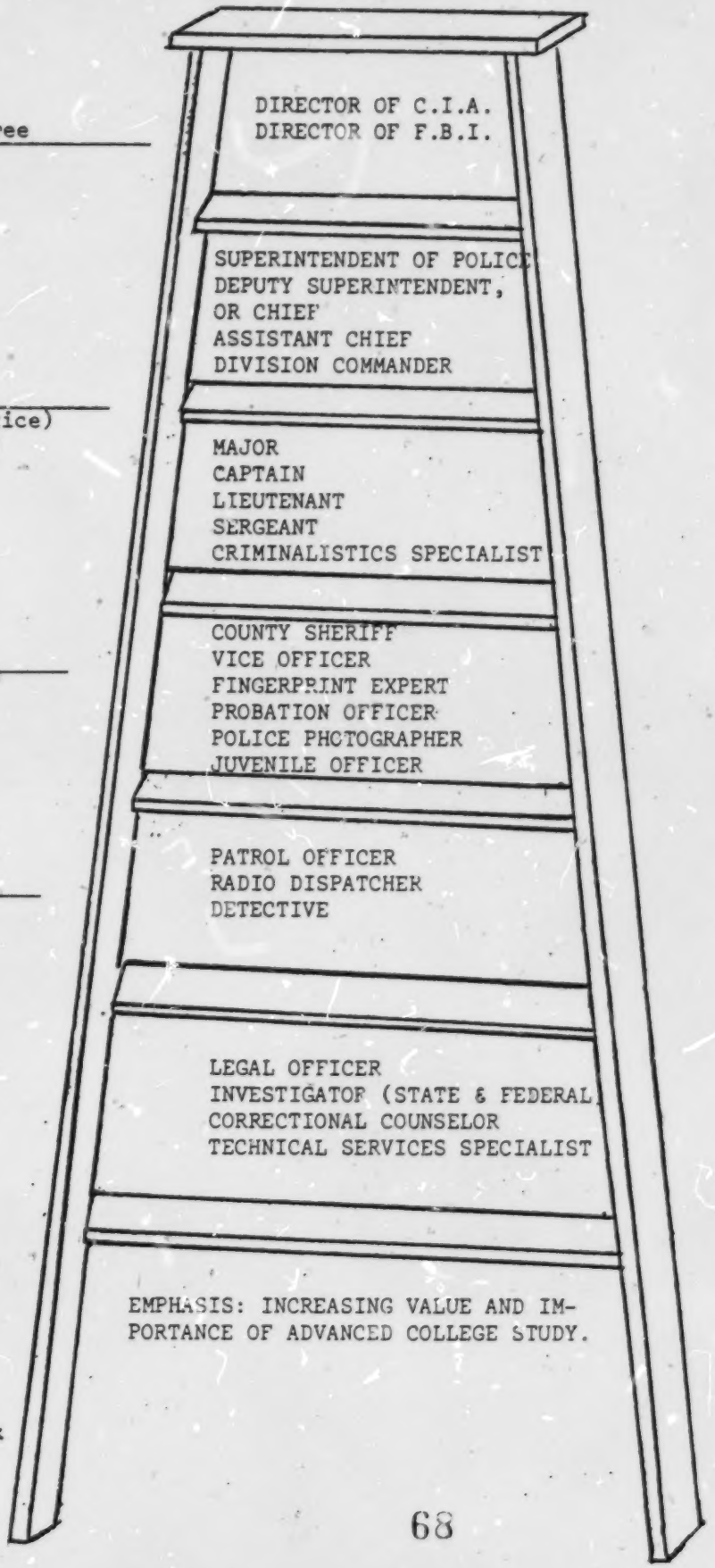
LAW ENFORCEMENT EDUCATION

PH.D. Degree, J.D. Degree

M.A. Degree
(Administration of Justice)
(Public Administration)

B.A. Degree
(Criminal Justice)
(Human Justice)

A.A.S. Degree
(Law Enforcement)



EMPHASIS: INCREASING VALUE AND IMPORTANCE OF ADVANCED COLLEGE STUDY.

FOR MORE INFO.....
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MARKETING

PERTINENT INFORMATION:

The work is frequently referred to as creative, dramatic, and exciting. But much of it is tedious and the ability to adjust to unpredictable work hours and great working pressure may be needed. People who have curiosity as to why and how people react tend to be attracted to these jobs. The work may involve new, challenging problems every day, providing the opportunity for creativity, but forcing the worker into a hard-driving, competitive situation, which may be either stimulating or tension-producing, depending upon the personality. Intelligence, verbal, numerical aptitudes are useful.

CAREER OPTIONS:

- MARKETING RESEARCH ANALYST
- MOTIVATIONAL RESEARCH WORKER
- MARKETING RESEARCH WORKER
- PUBLIC RELATIONS
- ADVERTISING
- STATISTICS
- ASSISTANT PARTS MANAGER
- UTILITY PERSONNEL MANAGER
- EXECUTIVE SECRETARY
- INSIDE SALESMAN
- JOB SCHEDULER
- REQUIREMENT ANALYST
- RETAIL SALES CLERK
- SALES REPRESENTATIVE
- ASSISTANT DIVISION DISTRIBUTION MANAGER

TRANSFER INFORMATION:

While MARKETING is primarily an occupational program rather than a transfer program, some students decide to transfer to complete a Bachelor's degree. Students who decide to transfer after completing two or three courses should consult with a counselor.

Schools that will accept MARKETING courses in transfer are:

- Northern Illinois University
- Roosevelt University
- Rosary College
- St. Xavier College
- Sangamon State University
- Southern Illinois University
- University of Illinois-Chicago
- University of Illinois-Urbana
- Western Illinois University
- Northeastern Illinois University
- De Paul University
- Eastern Illinois University
- Elmhurst College
- Governor's State University
- Illinois State University
- Lewis University
- Loyola University
- Milton College - Wisconsin
- North Central College

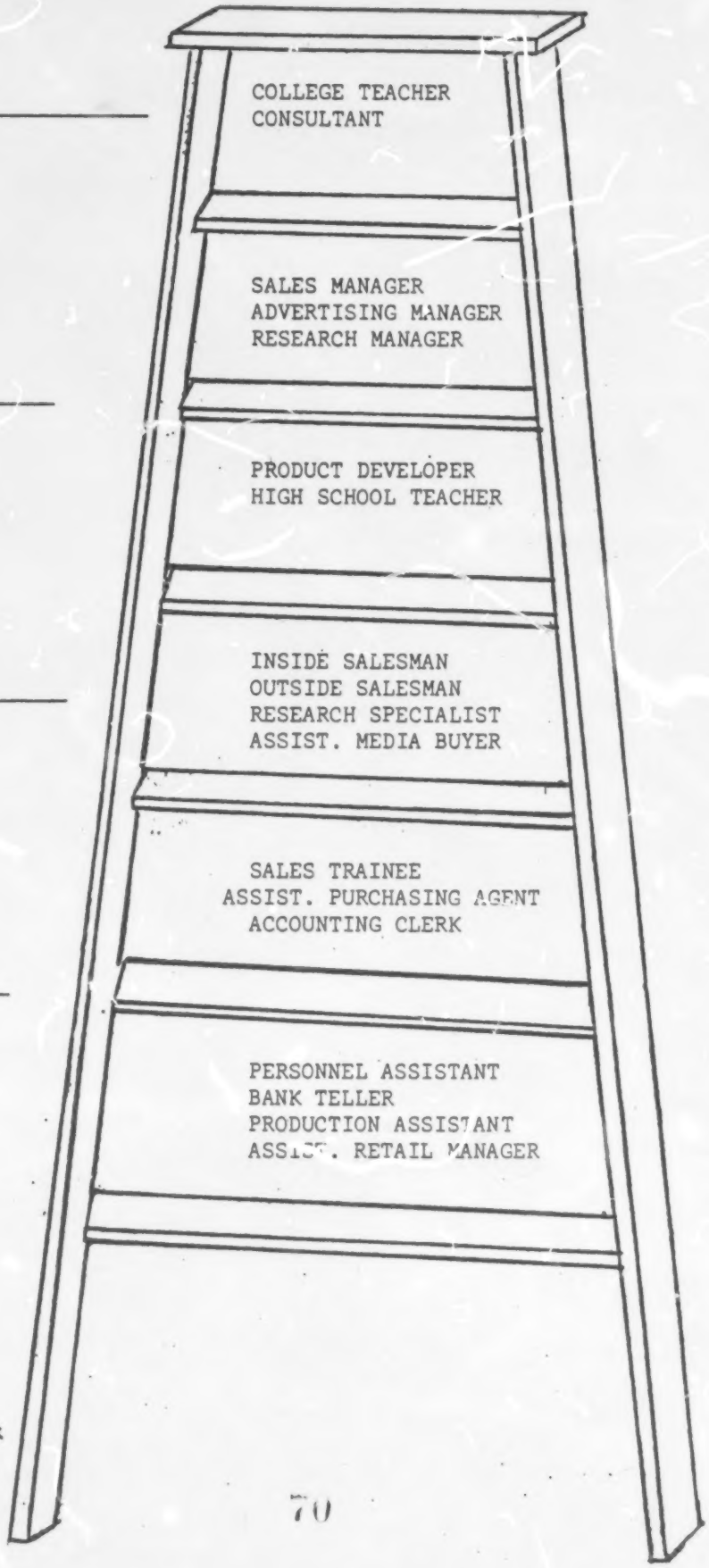
MARKETING

PH.D. Degree

M.A., M.B.A. Degree
M.S.

B.A. Degree
B.S.

A.A.S. Degree



FOR MORE INFO.....
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656-8000 ext. 250

PERTINENT INFORMATION:

(Special requirements, cultural and sociological data): A variety of roles are possible for the nurse which range from care of the gravely ill in the hospital or home to the ambulatory outpatient coming to the clinic or physician's office. It has been observed by sociologists that the role conceptions differ between degree and diploma nurses. Degree nurses tend to identify towards the profession of nursing primarily whereas diploma nurses tend to identify strongly with the hospital bureaucracy. The nursing candidate needs to be aware in advance that whereas in professional school much emphasis is placed on the acquisition of knowledge and decision making, nursing in an institutional setting places heavy emphasis on adequiate record-keeping and the adherence to administrative routine and elaborate rules and sanctions. Tolerance for unpleasant sights, sounds, and odors. Ability to analytically observe patient reactions and symptoms in order to recognize danger signals and know when to call the physician. Sensitivity to patient's psychological attitude toward his illness. Capacity for carrying out instructions exactly. Absolute trustworthiness. Immaculate appearance.

CAREER OPTIONS:

NURSING opportunities are stimulating and diverse in Chicago and it's suburbs. Nursing functions or units include:

OBSTRETRICAL	CHARGE NURSE	OPERATING ROOM
INTENSIVE CARE	INDUSTRIAL NURSE	RECOVERY ROOM
EMERGENCY ROOM	MENTAL HEALTH WORKER	PSYCHIATRY
CORONARY CARE	NURSE TECHNICIAN	ONCOLOGY UNIT
INFANT INTENSIVE CARE	PUBLIC HEALTH NURSE	PEDIATRICS
GYNECOLOGY	STAFF NURSE	GERIATRICS
MEDICAL-SURGICAL	SCHOOL NURSE ASSISTANT	GASTRO-INTESTINAL
NEUROLOGICAL/NEUROSURGICAL		ORTHOPEDIC
GENITO-UROLOGICAL		CARDIOVASCULAR
HEMODIALYSIS		RENAL DIALYSIS

TRANSFER INFORMATION:

After completing two years here at Morton College, some nursing students decide to transfer to complete a bachelor's degree. Students who are planning to do this should consult with a counselor early in their program.

Professional nursing courses will be validated by examination.

POSSIBLE COLLEGES

Aurora College (School of Nursing Only)	Marycrest College, Davenport, Iowa
Bradley University	McKendree College
Chicago State University	Northern Illinois University
De Paul University	North Park College
Elmhurst College	Rush Presbyterian St. Lukes Medical School
Governor's State University	St. Xavier College
Illinois Wesleyan University	Sangamon State University
Lewis University	Southern Illinois University
Loyola University	University of Illinois

NURSING

PH.D. Degree

RESEARCH
CONSULTANT TO NURSES IN CLINICAL SPECIALIZATION

M.S., M.A. Degree

CHIEF NURSE
SUPERVISOR
TEACHER
CLINICAL SPECIALIST

B.S. Degree

HEAD NURSE
SCHOOL NURSE
PUBLIC HEALTH NURSE

Jobs as Beginning Staff R.N.

OBSTETRICAL NURSE
PEDIATRIC NURSE
MEDICAL-SURGICAL NURSE
PSYCHIATRIC NURSE

(Qualifies Student To Take Registered Nursing Exam)

A.A.S., B.S. Degree

3 YEAR HOSPITAL PROGRAM
2 YEAR COMMUNITY COLLEGE
4 YEAR UNIVERSITY OR COLLEGE
THREE STEPS LEADING TO THE R.N.

L.P.N.
Qualifies Student to Take Practical Nursing Exam

2 YEAR HIGH SCHOOL MINIMUM
1 YR. - 18 MOS. OF NURSING COURSE INSTRUCTION
MINIMUM AGE - 18 YRS.
STEPS LEADING TO LICENSED PRACTICAL NURSE

Hospital In Service Training

NURSES AIDE
ORDERLY

FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

PHYSICAL THERAPIST ASSISTANT

PERTINENT INFORMATION:

Because of the large number of people with whom she/he comes in contact with, the physical therapy assistant must like and possess the ability to get along well with other people. An outgoing personality is desirable and the ability to instill in others enthusiasm and confidence also is needed. The physical therapy assistant must be very understanding and be able to offer support to patients while they are being treated. The assistant should show appreciation for even the smallest amount of progress made by patients and should be able to build upon it. She/he should also enjoy physical activity.

The physical therapy assistant is a skilled technical health worker who assists the physical therapist in patient treatment programs and in other activities necessary to the operation of a physical therapy department. Specifically, she/he helps administer treatment to patients with muscle, nerve, joint, or bone diseases or injuries. The physical therapy assistant uses physical exercises, machines, massage, applications of heat, cold, water, light, and electricity as she/he works to restore as completely as possible the normal physical and mental functions of the patient after disease or injury. Physical therapy assistants may also help patients adjust to the use of splints, braces, crutches, wheelchairs, and artificial limbs. They care for patients and help move those who cannot walk from one place to another. The physical therapy assistant may also work with the physical therapist in performing tests and evaluations to determine the progress that has been made in therapy. In addition, the physical therapy assistant schedules patients, orders supplies, and performs other office duties.

CAREER OPTIONS:

PHYSICAL THERAPIST ASSISTANT
HYDROTHERAPY AIDE
PHYSICAL THERAPY AIDE

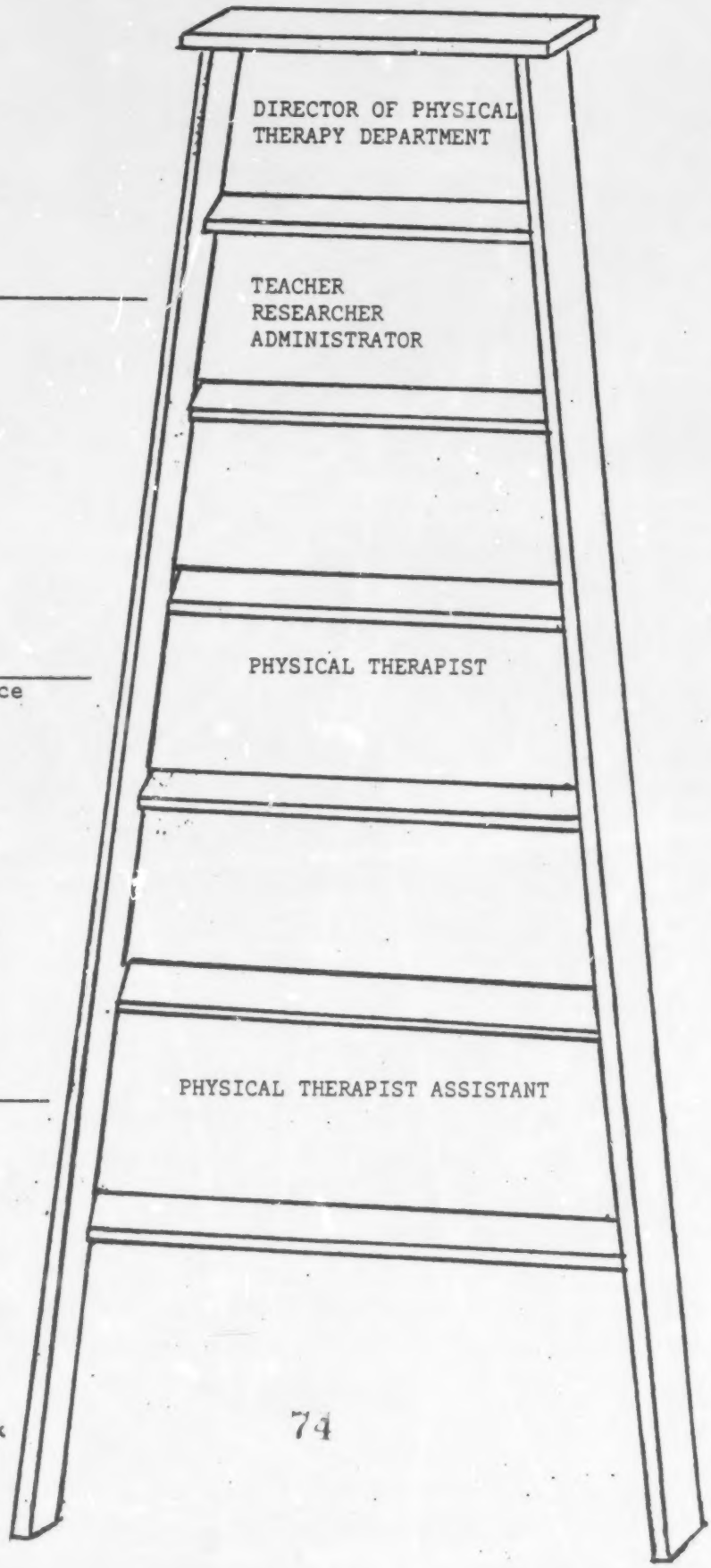
TRANSFER INFORMATION:

Students wishing a degree in PHYSICAL THERAPY with certification as a Registered Physical Therapist should be encouraged to register for a Pre-Medical Program.

Students who decide to transfer after completing two or three courses should consult with a counselor.

Schools offering a degree in PHYSICAL THERAPY are:
University of Illinois - Medical Center
Northwestern University
Northern Illinois University

PHYSICAL THERAPIST ASSISTANT



PH.D. Degree

M.S. Degree

B.S. Degree
Plus License To Practice

A.A.S. Degree

FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

REAL ESTATE

PERTINENT INFORMATION:

ILLINOIS REQUIREMENTS FOR REAL ESTATE LICENSES

Requirements for Illinois Real Estate Sales License

1. 21 years of age.*
2. High school graduate or equivalent.
3. Sponsorship by a real estate broker.
4. Proof of successful completion of a 30-hour Real Estate Transaction course approved by the State of Illinois. RES 101. Real Estate Principles meets this requirement.
5. Successfully pass the Illinois Real Estate Sales License Examination.

Requirements for Illinois Real Estate Broker's License

1. 21 years of age.*
2. One year as a licensed real estate salesman.
3. Meet one of the following education requirements:
   a. Proof of successful completion of 90 classroom hours by taking the following required courses:
      RES 101 Real Estate Principles
      RES 105 Real Estate Marketing & Practice I
      RES 210 Real Estate Contracts
   b. OR a baccalaureate degree with a minor in courses involving real estate. Send transcript with license application.
   c. OR admission to the practice of law before the Illinois Supreme Court.
4. Successfully pass the Illinois Real Estate Broker's Examination.

*The age limitation can be waived for persons under 21 who have completed two years of study beyond high school with emphasis on real estate.

AGENTS:

Brokers look for applicants who possess such characteristics as a pleasant personality, honesty, and a neat appearance. Maturity, tact, and enthusiasm for the job are required in order to motivate prospective customers in this keenly competitive field. Agents also should have a good memory for names and faces and business details such as taxes, zoning regulations and local land laws.

BROKERS:

Brokers are independent business people who not only sell real estate, but also rent and manage properties, make appraisals, and develop new building projects. In closing sales, brokers usually arrange for loans to finance the purchases, for title searches, and for meetings between buyers and sellers when details of the transaction are agreed upon and the new owners take possession. Brokers also manage their own offices, advertise properties, and handle other matters.

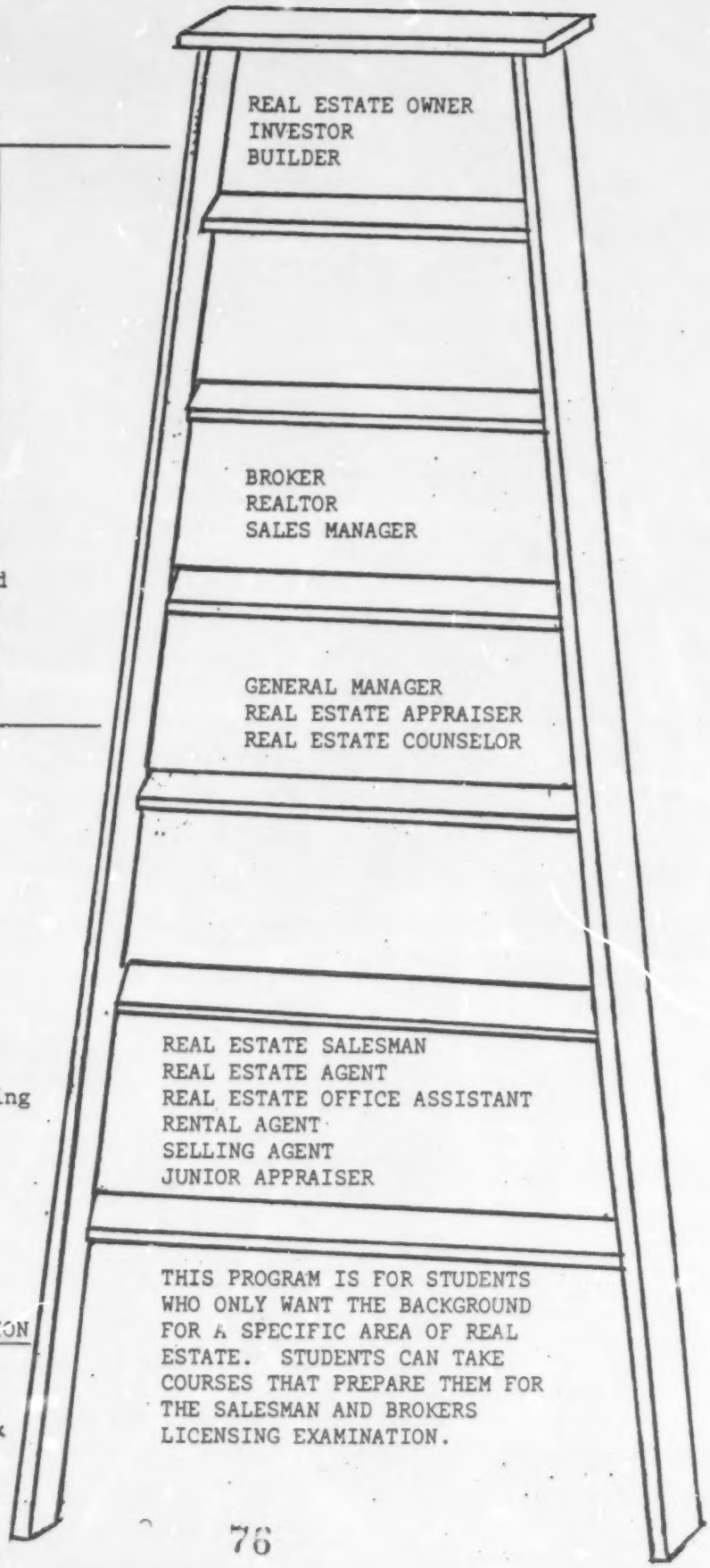
TRANSFER INFORMATION:

While REAL ESTATE is primarily an occupational program rather than a transfer program, some students decide to transfer to complete a Bachelor's degree. Students who decide to transfer after completing two or three courses should consult with a counselor.

Schools that will accept REAL ESTATE courses in transfer are:

Southern Illinois University -- through the SCHOOL OF TECHNICAL CAREERS

REAL ESTATE


REAL ESTATE OWNER
INVESTOR
BUILDER
BROKER
REALTOR
SALES MANAGER
GENERAL MANAGER
REAL ESTATE APPRAISER
REAL ESTATE COUNSELOR
REAL ESTATE SALESMAN
REAL ESTATE AGENT
REAL ESTATE OFFICE ASSISTANT
RENTAL AGENT
SELLING AGENT
JUNIOR APPRAISER
THIS PROGRAM IS FOR STUDENTS WHO ONLY WANT THE BACKGROUND FOR A SPECIFIC AREA OF REAL ESTATE. STUDENTS CAN TAKE COURSES THAT PREPARE THEM FOR THE SALESMAN AND BROKERS LICENSING EXAMINATION.

B.A. Degree Plus License — Advanced Jobs

A.A.S. Degree Plus License — Beginning Jobs

CERTIFICATE OF COMPLETION

FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

SECRETARIAL

PERTINENT INFORMATION:

Versatility for the secretary with the many-sided job and adaptability to repetitive work for the stenographer engaged in straight dictation and transcribing. The ability to adapt to working under specific instructions is important for these jobs require the worker to gear performance to pleasing employer rather than self in way work is done. The person with strong dominance tendencies may not be happy in the work. Gregarious, especially for secretaries who are involved in almost constant interaction with other people. Self-controlled to be unruffled in many trying situations such as having to make sudden changes in personal plans to accomodate work schedule of employer. Valuative especially for secretaries who must make many personal judgments such as deciding when the boss is too busy to be interrupted, the importance of callers, when to schedule appointments, etc.

CAREER OPTIONS:

- ADMINISTRATIVE ASSISTANT
- CASHIER
- CLAIMS CLERK
- CLAIMS OFFICE SECRETARY
- CLERK TYPIST
- COLLECTION HEAD
- ENGINEERING SECRETARY
- MEDICAL SECRETARY
- GAL FRIDAY
- GENERAL OFFICE CLERK
- LEGAL SECRETARY
- MANAGEMENT TRAINEE
- PAYROLL CLERK
- PERMIT DEPARTMENT CLERK
- RECEPTIONIST
- SECRETARY
- SECURITY DEPARTMENT CLERK
- STENOGRAPHER
- TECHNICAL SECRETARY
- SHORTHAND REPORTER
- COURT REPORTER
- SOCIAL SECRETARY
- SCRIPT SUPERVISOR
- SCHOOL SECRETARY

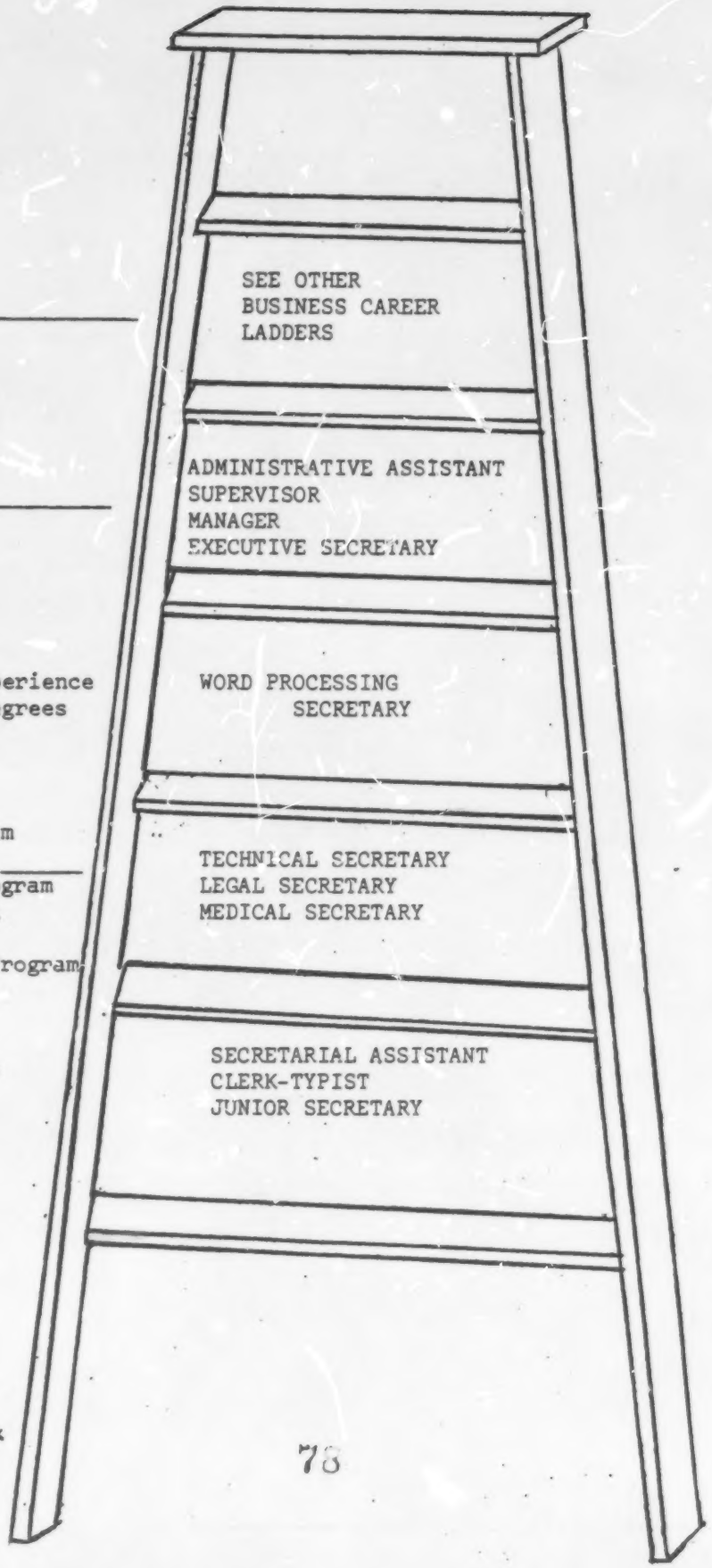
TRANSFER INFORMATION:

While SECRETARIAL is primarily an occupational program rather than a transfer program, some students decide to transfer to complete a Bachelor's degree. Students who decide to transfer after completing two or three courses should consult with a counselor.

Schools that will accept SECRETARIAL courses in transfer are:

- De Paul University
- Eastern Illinois University
- Northern Illinois University
- Western Illinois University
- Southern Illinois University through the School of Technical Careers

SECRETARIAL



B.A. or B.S. Degree

Experience

Advancement Through Experience and Business Related Degrees

A.A.S. Degree
- General Office Program
- Stenographic Program
- Legal Secretarial Program
- Technical Secretarial Program
- Medical Secretarial Program

Secretarial Certificate
Secretarial Courses

FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

PERTINENT INFORMATION:

People who are engaged in the flow of traffic may be arranging for the transportation of freight or passengers by rail, plane, or ship. They may be working with the traffic loads on communication circuits of various kinds, such as telephone systems or television facility hookups. Whatever the activity, they require good organizing and coordinating ability and the capacity to visualize locations of things and places in relation to each other and to synchronize the timing of activities. Useful aptitudes are intelligence, verbal, numerical, spatial, and clerical perception.

CAREER OPTIONS:

AGENT-BUYER	OPERATIONS MANAGER
COMPUTER OPERATOR	TARIFF MANAGER
CORRESPONDENT	FREIGHT TRAFFIC CONSULTANT
DISPATCHER	DIRECTOR OF TRANSPORTATION
DISTRIBUTION COORDINATOR	DISTRICT SUPERVISOR
SUPERINTENDENT:COMMISSARY	IMPORT-EXPORT AGENT
TRAFFIC INSPECTOR	AREA DEVELOPMENT MANAGER
CHIEF DISPATCHER	AUTOMOTIVE SERVICES MANAGER
TRAIN DISPATCHER	HARBOR DEPARTMENT MANAGER
FLATBED DISPATCHER	IRRIGATION DISTRICT MANAGER
TRAFFIC CLERK	REVNUE SETTLEMENTS ADMINISTRATOR
TRAFFIC MANAGER	TERMINAL MANAGER
TRUCK SUPERVISOR	WAREHOUSE MANAGER

TRANSFER INFORMATION:

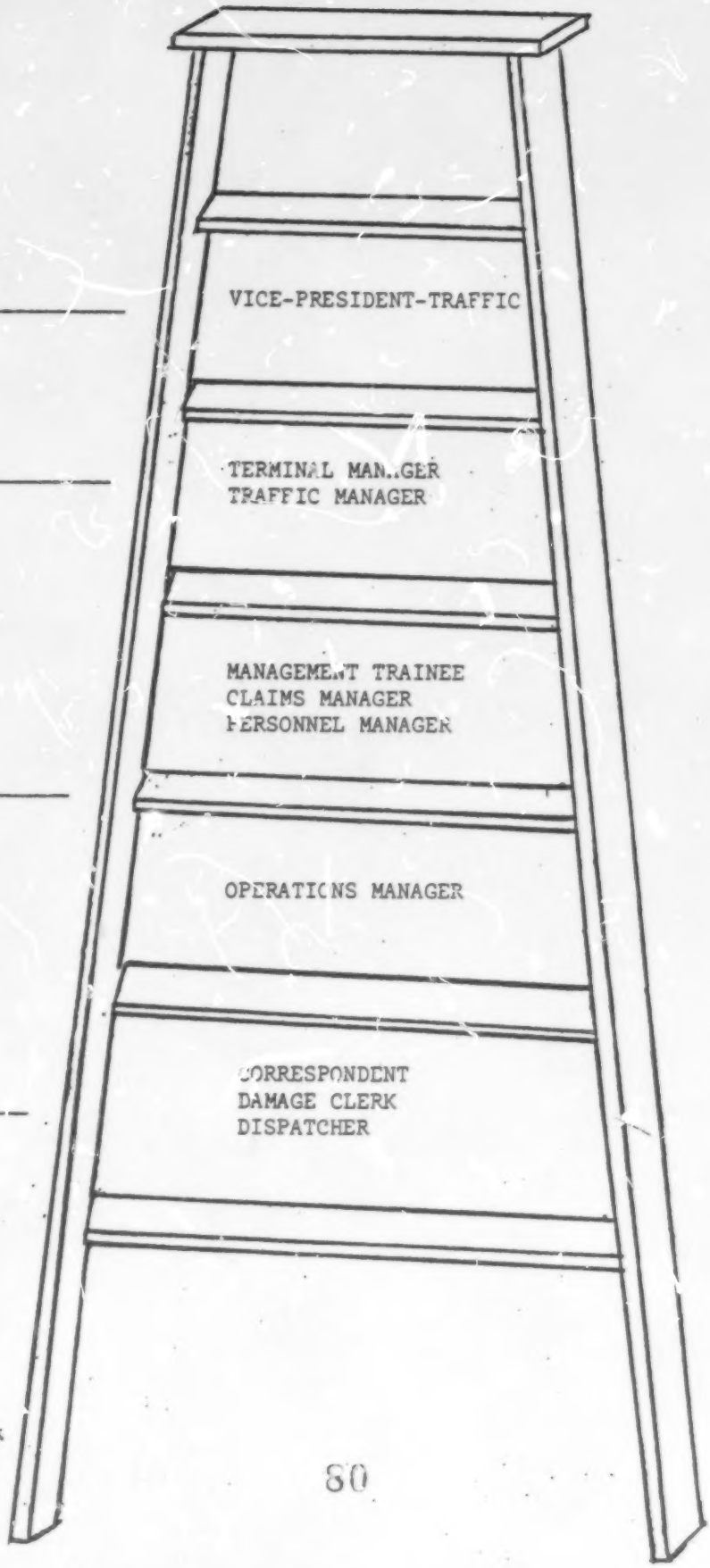
While TRAFFIC TRANSPORTATION MANAGEMENT is primarily an occupational program rather than a transfer program, some students decide to transfer to complete a Bachelor's degree. Students who decide to transfer after completing two or three courses should consult with a counselor.

Schools that will accept TRAFFIC TRANSPORTATION MANAGEMENT courses in transfer are:

Southern Illinois University--through the SCHOOL OF TECHNICAL CAREERS

Elmhurst College

TRAFFIC-TRANSPORTATION MANAGEMENT



FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

WELDING

PERTINENT INFORMATION:

Generally, it takes several years of training to become a skilled welder. Some of the less skilled jobs, however, can be learned on the job in a few months. Some welding machine operators, for example, learn to operate a machine in a few hours and become completely qualified in a week.

Persons planning careers as welders or cutters need manual dexterity, good eyesight, and good eye-hand coordination. They should be able to concentrate on detailed work for long periods, and should be free of any physical disabilities that would prevent them from bending, stooping, and working in awkward positions. Most employers prefer applicants who have high school or vocational school training in welding. Courses in shop mathematics, mechanical drawing, blueprint reading, physics, and chemistry also are helpful.

CAREER OPTIONS:

- ORNAMENTAL WELDER
- PIPE WELDER
- STAINLESS STEEL WELDER
- THERMAL CUTTER
- MACHINE TENDER
- MACHINE FEEDER
- WELDING MACHINE OPERATOR
- GUN WELDER
- TACK WELDER
- RESISTANCE WELDER
- BRAZING MACHINE SETTER
- INDUCTION HEATING EQUIPMENT WELDER
- FURNACE BRAZER
- SOLDERER ASSEMBLER
- SOLID STATE WELDER
- ULTRASONIC MACHINE OPERATOR
- ELECTRON BEAM WELDER
- LASER BEAM MACHINE OPERATOR

TRANSFER INFORMATION:

While WELDING is primarily an occupational program rather than a transfer program, some students decide to transfer to complete a Bachelor's degree. Students who decide to transfer after completing two or three courses should consult with a counselor.

Schools that will accept WELDING courses in transfer are:

Northern Illinois University

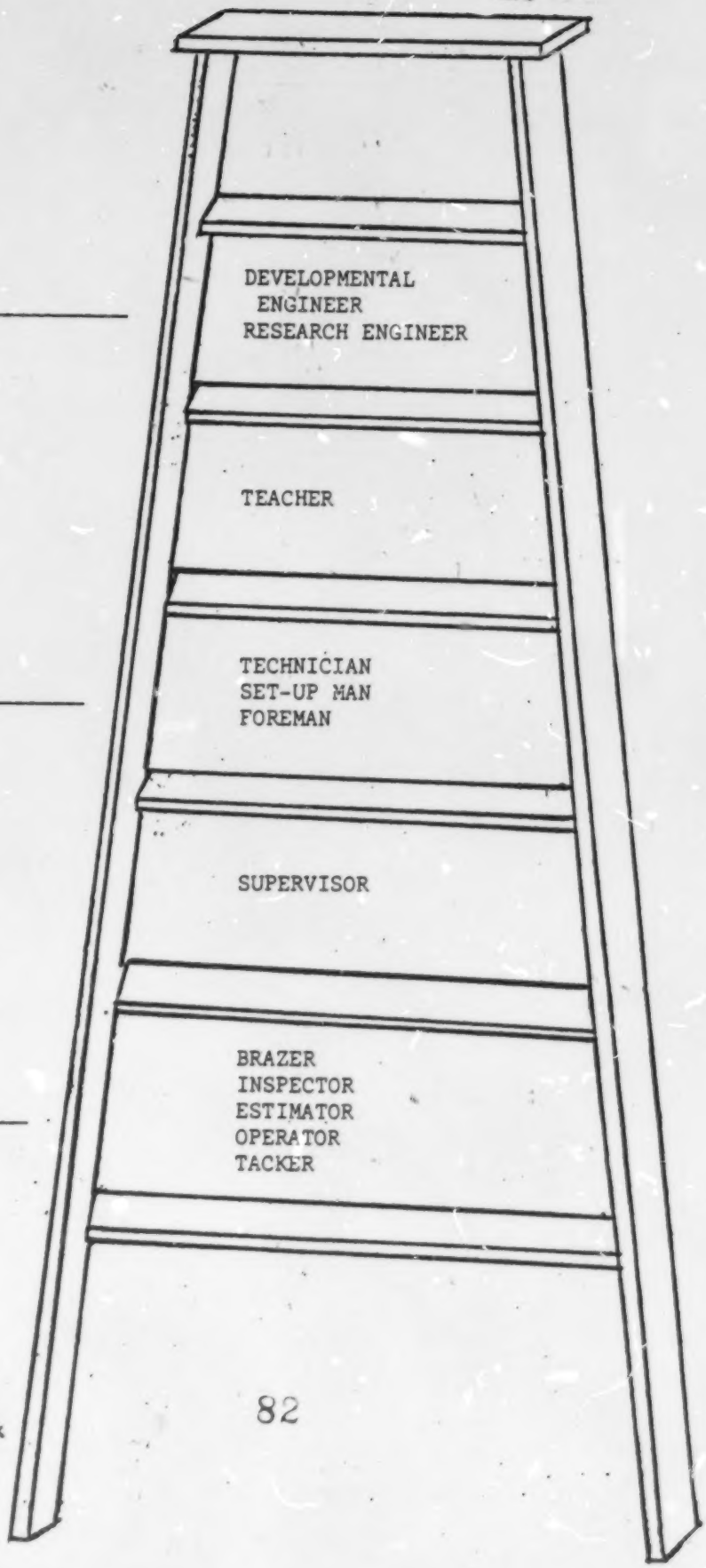
Southern Illinois University - through the SCHOOL OF TECHNICAL CAREERS

WELDING

M.S. Degree

B.S. Degree

CERTIFICATE



FOR MORE INFO.....
Occupational Outlook Handbook

Morton College
3801 So. Central Ave.
Cicero, Illinois 60650
656-8000 ext. 250

APPENDIX

APPENDIX I

HOW TO CHOOSE A COLLEGE

1) What is my major? _____

2) What colleges and universities offer the major I have selected? ___

_____

_____

3) How many of the credits from my community college will transfer to these schools? _____

4) What areas of specialization do these colleges offer within my major?

_____

_____

5) How long will it take to graduate? _____

6) How much will it cost to attend the school? (tuition, room & board, transportation, other) _____

7) What kind of financial aid is available? _____

_____

8) What is the deadline for applications for admission? _____

_____

9) What additional services and activities are offered? i.e. Health services, counseling, clubs, sororities and fraternities. _____

_____

_____

10) Are SAT or ACT scores required for admission as a transfer student?

_____

11) Rank order your top three choices and indicate the areas of specialization offered by each school.

A) _____ _____

_____

_____

B) _____ _____

_____

_____

C) _____ _____

_____

_____

12) Visit the schools you have chosen and confer with an advisor.

13) Make a decision based on the foregoing information.

APPENDIX II

HOW TO CHOOSE THE BEST JOB

1) What job do I want? _____

2) What businesses offer the type of work I have selected? ____

_____

_____

3) Apply the following criteria to each of these businesses:

A) What areas of specialization do these businesses offer within the type of work I want? _____

_____

_____

B) Does the job offer the location that I want? _____

C) Is the job in keeping with my education, experience, and beliefs? _____

D) Does the job give me the chance to explore my potential and develop the best in me? _____

_____

E) Will the job bring me a personal sense of prestige? ____

_____

F) What is the starting salary? _____

_____

G) What are the fringe benefits? (Hospitalization, profit-sharing, education, pension fund) _____

_____

H) How secure is the job? _____

I) What is the opportunity for advancement? _____

_____

J) Is mobility necessary? _____

K) Make a decision based on the foregoing information.

L) Rank order your top three businesses for employment.

_____

_____

_____

M) Send resume's to these companies.

N) Visit the sites and confer with the personnel managers.

O) Choose the job.

APPENDIX III

TRANSFER PROGRAMS

Transfer degrees are those programs designed for the student who intends to attend a community college for two years then complete the Baccalaureate degree at a 4-year school.

Architecture
Art
Chemistry and Chemical Engineering
Commerce
Ecology and Conservation
Education
Engineering
Liberal Arts and Sciences
Music
Pre-Dental
Pre-Journalism
Pre-Legal
Pre-Medical
Pre-Medical Technology
Pre-Pharmacy
Pre-Veterinary Medicine
Speech

APPENDIX IV

CAREER PROGRAMS

Career degrees are those programs designed for the student who intends to attend a community college for two years and seek employment after graduation in his field of preparation.

Accounting
Automotive Technology
Business Management
Data Processing
Dental Assisting
Drafting Technology
Electronic Technology
Heating, Ventilation, & Air Conditioning
Keypunching
Law Enforcement Education
Marketing
Nursing
Physical Therapist Assistant
Real Estate
Secretarial
Traffic & Transportation Management
Welding

APPENDIX V

These Illinois Community Colleges have degree programs similar to those at Morton College.

Belleville Area College
Blackhawk College
Central YMCA Community College
Chicago, City Colleges of
Danville Junior College
DuPage, College of
Elgin Community College
Harper College, Wm. Rainey
Highland Community College
Illinois Central College
Illinois Eastern Community College
- Lincoln Trail College
- Olney Central College
- Wabash Valley College

Illinois Valley Community College
Joliet Junior College
Kankakee Community College
Kaskaskia College
Kishwaukee College
Lake County, College of
Lakeland College
Lewis & Clark Community College
Lincoln Land Community
Logan College, John A.
Mac Cormac College
McHenry County College
Moraine Valley Community College
Morton College
Oakton Community College
Parkland College
Prairie State College
Rend Lake College
Richland Community College
Rock Valley College
Sandburg College, Carl
Sauk Valley College
Shawnee College
Southeastern Illinois College
Spoon River College
State Community College of East St. Louis
Thornton Community College
Triton College
Waubonsee Community College
Wood Community College, John

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